



Academic Senate – All Faculty
Minutes for Thursday, October 8, 2020
12:30 p.m. - 1:50 p.m. Cravens Multi-Purpose
<https://cccconfer.zoom.us/j/95169130005>

Present

Senate Exec: Kim Dozier, President; John Learned, Curriculum; Michael Silveira, Educational Policies and Practices; Pamela Stegeman, Educational Technology/Distance Ed; Donna Greene, Faculty Development; Ed Reed, Outcomes and Assessment; Michael Gladych, Senior Adjunct

Senators: Judith Cook, Arts & Media; Felix Marhuenda-Donate, Business & Applied Tech; Corbyn Voyu, Communication/Humanities; Basil Augustine, General Counseling; Matthew Wilson, Health Sciences and Education; Don O’Loughlin temp for, Library, Distance Ed, Student Support Services; Dan Kleinfelter, Math and Computer Science; Amy Glover, Science and Engineering; Ellen Hardy, Social Sciences;

Non-voting: Arianne Schulz, Junior Adjunct; Liliana Hernandez-Beltran, Student Liaison

Guests (not inclusive): K Spurgin, D Martinez, A Nery, J Baker, G Williams, M Gabut, C Christman, A Philips, H Schneider

1. Opening Items

- 1.1 Call to Order and Roll Call by Academic Unit 12:33 p.m.
- 1.2 Public Comments - None

2. Action Items

- 2.1 Approval of Agenda as submitted
- 2.2 Approval of Minutes September 24, 2020 as submitted
- 2.3 2nd Reading Guided Pathways Steering Committee Charter Update
Motion: E Reed, 2nd
Discussion: Consistent with other charters. No changes from 1st reading
Conclusion: Approved Unanimously

3. Reports/Updates

- 3.1 College Goals/EWs and Impact on Success Rates
Data Evaluation Report – K Spurgin, D Martinez
[Data Evaluation Report](#)
[Data Evaluation Presentation](#)

- Goals update
 - COD standards and aspirational
 - Vision for success, monitoring outcomes on thresholds
- Institution set standards
 - Successful course completion
 - Degree completion
 - Certificate completion
 - Transfer (lags a year behind due to data from other places)
- Covid-19
 - Excuse withdrawals allowed
 - Not typically used in success calculations
 - No EWs in last 5 years
 - EWs 13% of grades in spring 2020
 - Ws decreased by 10%
 - Fs decreased by 3%
 - As decreased by 5%
 - Used as withdrawals to be in line with data
- Improvements and exceeding goals overall
- Employed in field of study goal not yet achieved
- Student success metrics dashboard created by outside vendor for Chancellor's office
 - No college has been able to replicate data provided
 - Methods used have not been provided
 - Inaccurate - At one point COD was an all-female college per their dataset
- Students encouraged to take final step for one more class or complete paperwork
- Some numbers are lagging indicators, working on identifying leading indicators and using this year

3.2 Adjuncts – M Gladych

- On Course National Conference attended by many grateful adjuncts
- Area D opportunity appreciated

3.3 Curriculum – J Learned

- CID process looking at some disciplines (5-year review cycle). Info on site for information.
- Course rankings – reps from each school to meet and provide committee with overall rankings, then recommendations to Curriculum and to Senate. Looking at fall 2021 as likely timing
- DE Addendum Resolution will be put forward after official notice of spring 2021 format

3.4 Ed Policies & Practices – M Silveira

- Academic Rank being researched for updating

- Credit for Prior Learning process has 12/31 deadline to Chancellor's office. Task force working on it
 - Equivalency Charter being updated and will be submitted
 - Hiring committee appointments process being updated with diversity focus and will be submitted to AFS
- 3.5 Ed Tech & Distance Ed – P Stegeman
- Working on student preferred names options (2)
 - Ed tech survey being finalized for all faculty
 - LTI Compliance process review
 - DE Certification training starting Monday
- 3.6 Faculty Development – D Greene
- Flex sessions very popular, virtual component likely to continue
 - Working on spring flex
 - Considering "caring campus" Baker is using for staff
 - Covey group is full
 - OnCourse – 30 faculty participated, more adjuncts
 - Transcripts of Flex presentation being done
 - Remote has advantages to consider for students and long term
- 3.7 Outcomes & Assessment – E Reed
- Non-credit courses resolution will be coming to AFS
 - Institutional Learning Outcomes 1st reading done
 - Program Learning Outcomes mapped this year 1st reading
 - SLO Flex presentation to help support
- 3.8 Student Liaison – ASCOD Liaison Liliana Hernandez-Beltran
- Welcome
 - Faculty discussion
 - Internet connections and resources important to devote to students
 - Laptop program will be housed in Library
 - Partnerships with internet providers to provide for students
 - Help make programs available and known
 - Students can try using landline for audio or cell phone to help
 - Download course content, communications coming
- 3.9 Senate President – K Dozier
- Students need internet & equipment similar to classroom environment
 - Craig Donohue hired as new DE Coordinator to work with Marvin
 - New wave of training coming
 - Loosing some Canvas help features with call-in, chat will continue for support, identify how to support students including dual enrollment.
 - What would a student helpdesk look like, volume can be huge
 - DE Certification needs to be completed, only 25 signed up of 90 openings. May do winter if necessary. Deans are also reaching out.

4. Good of the Order - none

5. Adjournment.

Next Meeting October 22, 2020 12:30 – 1:50 Zoom

Join from PC, Mac, Linux, iOS or Android:

<https://cccconfer.zoom.us/j/95169130005>



College Planning Council

Minutes for Friday, October 9, 2020

10:00 am – 12:00 pm

Meeting Participants

Committee Members Present

Joel Kinnamon, Kim Dozier, Laurilie Jackson, Pablo Romero, Elena Cruz Santoyo, Angel Meraz, Donna Greene, Juan Moreno Ibarra, Carl Farmer, Linda Emerson, Oceana Collins, David Bashore, Arianne Schulz, Keith Prouty, Ireland Olson, Larissa Chavez-Chaidez, Catherine Abbott, Mary Lou Marrujo, Douglas Benoit, Oscar Espinoza-Parra, Jessica Enders, Sheri Willis, John Ramont, Mark Zacovic, Jeff Baker, Annebelle Nery, Pam Hunter, Daniel Martinez, Ed Reed, Carlos Maldonado, Katie Chartier

Committee Members Not Present

Michael Gayle, Ed Reed, Pam Hunter, Michael McJilton

Guest(s)

Amanda Phillips, Jeff Larson, Scott Adkins

Recorder

Kayci Lydeen

Meeting Minutes

1. Call to Order/Roll Call

- 10:00am

2. Action Items

2.1 Approval of Agenda

- Dr. Nery moved to amend the agenda, seconded by Sheri Willis.
- Approved as presented.

2.2 Approval of September 25, 2020 Minutes

- Dr. Nery moved to approve, seconded by Carl Farmer.

2.2 Conclusion

- September 25, 2020 minutes approved as presented.

2.3 Administrative Procedure 2015 Student Members – 2nd reading

- Sheri Willis moved to approve, seconded by Dr. Nery.
- No feedback was received between first and second reading.

2.3 Conclusion

- Motion carried.

2.4 Equal Employment Opportunity (EEO) Plan – 2nd Reading

- Jessica Enders moved to approve, seconded Dr. Nery
- No feedback received between first and second reading.

2.4 Conclusion

- Motion carried.

2.5 Guided Pathways Steering Committee Charter – 2nd Reading

- Sheri Willis moved to approve, seconded by Dr. Nery
- Co-chair language modified during 1st reading. No other feedback received between first and second reading.

2.5 Conclusion

- Motion carried.

2.6 Enrollment Management Plan 2020-2025 – 2nd Reading

- Moved to approved, seconded by Dr. Nery.
- No feedback received between first and second reading.

2.6 Conclusion

- Motion carried.

2.7 Administrative Procedure 2105 Election of Student Board Members – 1st reading

- Sheri Willis moved to approve, seconded by Dr. Zacovic.
- This is a new Administrative Policy and the red reflects the League's language and the blue correlates our ASCOD bylaws.

2.7 Conclusion

- Motion carried.

2.8 Administrative Procedure 2340 Delegation of Authority to Superintendent/President – 1st Reading

- Sheri Willis moved to approve, seconded by Dr. Nery.
- This information was a repeat of the Board Policy and updated the Procedure with the new language from the League as well as updated the accreditation standards.

2.8 Conclusion

- Motion Carried.

2.9 Administrative Procedure 2435 Evaluation of Superintendent/President – 1st Reading

- Sheri Willis moved to approve, seconded.
- This a five review of the Administrative Procedure, brought the dates current, no updates from the League.

2.9 Conclusion

- Motion carried.

3. Information/Discussion Items

3.1 Educational Master Plan Progress

- Dr. Nery reviewed the Equational Master Plan Progress.

3.2 Data Evaluation Subcommittee Update

- Dr. Martinez provided update on the College's Goals and data supporting those goals.

3.3 Board Policy 2105 Election of Student Board Members

- Five year review of Board Policy 2105 Elections of Student Board Members. Board Policy will be brought current on review dates and taken to the next Board Meeting.

3.4 Board Policy 2330 Quorum and Voting

- Five year review of Board Policy Quorum and Voting. Board Policy will be brought current on review dates and taken to the next Board Meeting.

3.5 Board Policy 2355 Decorum

- Five year review of Board Policy 2355 Decorum. Board Policy will be brought current on review dates and taken to the next Board Meeting.

3.6 Board Policy 2430 Delegation of Authority to Superintendent/President

- Five year review of Board Policy 2430 Delegation of Authority to Superintendent/President. Board Policy will be brought current on review dates and taken to the next Board Meeting.

3.7 Board Policy 2431 Superintendent/President Selection

- Five year review of Board Policy 2431 Superintendent/President. Board Policy will be brought current on review dates and taken to the next Board Meeting.

3.8 Board Policy 2435 Evaluation of Superintendent/President

- Five year review of Board Policy 2435 Evaluation of Superintendent/President. Board Policy will be brought current on review dates and taken to the next Board Meeting.

4. Adjournment

- 10:29am.



Assessment of Planning and Outcomes Subcommittee

Minutes for Thursday, November 12, 2020

2:00 p.m. to 3:00 p.m.

Zoom Link:

<https://cccconfer.zoom.us/j/94772124646?pwd=RzJIME1mdCtmM3dITXFVcUFzenBDQT09>

Meeting Participants

Committee Members Present

Annebelle Nery (administrative co-chair), Cathy Levitt, Ed Reed (faculty co-chair), Bert Bitanga, Daniel Martinez, Diliaa Peregrina-Kretz, Eamon (John) McGowan, Kurt Spurgin Lauro Jimenez, Sara Butler

Committee Member Not Present

Jessica Dominguez

Recorder

Jeff Larson

Meeting Minutes

1. Call to Order

- The meeting was called to order at 2:00 p.m. Quorum was present.

2. Action Items

2.1 Approval of Agenda

- The agenda was approved as presented.

2.1. Follow-up Items

2.1. Task of

2.1. Due by

2.1. Follow-up Items	2.1. Task of	2.1. Due by
None		

2.2 Approval of October 8, 2020, Minutes

- The minutes were approved as presented.

2.2. Follow-up Items

2.2. Task of

2.2. Due by

2.2. Follow-up Items	2.2. Task of	2.2. Due by
Post finalized version of the minutes on the portal	Jeff Larson	11/12/2020

2.3 Recommendation to College Planning Council to Form Strategic Master Plan Work Group with Constituent Representation

- Lauro Jimenez moved to approve the recommendation, seconded.
- Dr. Kinnamon is meeting with the Trustees to discuss college goals.

- The Strategic Master Plan Work Group will look at best practices from other colleges to create an updated strategic master plan, and then work together to draft the new plan.
- APO will then review the draft of the strategic master plan, as is called for in the long-term integrated planning calendar.
- The motion passed unanimously.

2.3. Follow-up Items	2.3. Task of	2.3. Due by
Place item on CPC agenda for 12/11/2020	Annebelle Nery/Jeff Larson	12/1/2020

3. Information/Discussion Items

3.1 Educational Master Plan Progress Update

- Dr. Nery shared the updated Educational Master Plan Progress work book with the members.
- The cover page now includes an executive summary.
- The updated worksheet incorporates the suggestion made at the October 8th APO meeting to provide details about the reasons for removal of objectives and sub-objectives (see the last sheet of the work book).
- The progress update will be shared with the Data Evaluation Subcommittee.

3.1. Follow-up Items	3.1. Task of	3.1. Due by
Share progress update with Data Evaluation Subcommittee	Daniel Martinez	Next DES meeting

3.2 Institution Set Standards Presentation

- Dr. Kurt Spurgin shared the Data Evaluation Subcommittee's presentation on Institution Set Standards. It was also presented at a recent CPC meeting.
- Members discussed the presentation and asked questions, particularly in the area of CTE.
- The presentation will be shared at the upcoming Institutional Plan Coordination Committee meeting.

3.2. Follow-up Items	3.2. Task of	3.2. Due by
Present to Institutional Plan Coordination Committee	Kurt Spurgin/ Daniel Martinez	11/18/2020

4. Adjournment

- The meeting adjourned at 2:45 p.m.

Next Meeting

Thursday, December 10, 2020

2:00 p.m. to 3:00 p.m.

Zoom Link:

<https://cccconfer.zoom.us/j/94772124646?pwd=RzJIME1mdCtmM3dITXFVcUFzenBDQT09>



Institutional Plan Coordination Committee
Minutes for Wednesday, November 18, 2020

2:00 p.m. – 3:00 p.m.

<https://cccconfer.zoom.us/j/95107386285?pwd=Y21IMIRZWG1OTW5abTdEOTE2ZTI2QT09>

Meeting Participants

Committee Members Present

Amanda Phillips, Annebelle Nery (administrator co-chair), Daniel Martinez, Doug Benoit, Douglas Redman, Ed Reed, Kim Dozier (faculty co-chair), Kurt Spurgin, Mariana Zepeda, Veronica Daut

Committee Members Not Present

Jeff Baker, Reid Sagara

Recorder

Jeff Larson

Meeting Minutes

1. Call to Order/Roll Call

The meeting was called to order at 2:02 p.m. Quorum was present.

2. Action Items

2.1 Approval of Agenda

- The agenda was approved as presented.

2.1. Follow-up Items	2.1. Task of	2.1. Due by
None		

2.2 Approval of November 20, 2019, Minutes

- The minutes were approved as presented.

2.2. Follow-up Items	2.2. Task of	2.2. Due by
Post finalized version of the minutes on the portal	Jeff Larson	11/18/2020

Information/Discussion Items

3.1 Educational Master Plan Progress Update

- Dr. Nery shared the progress update on the college's Educational Master Plan.
- The plan has six broad goals with 77 objectives and sub-objectives. As of this fall, 14 objectives and sub-objectives have been completed, 57 are in progress, and six were removed.
- Notes about the removed objectives and sub-objectives can be found on the last page of the document.
- Dr. Nery will present the EMP progress update to Academic Senate.

3.1. Follow-up Items	3.1. Task of	3.1. Due by
Present Educational Master Plan Progress Update to Academic Senate	Annebelle Nery	12/10/2020

3.2 Committee Updates: Progress and Plans

- Committee co-chairs shared updates about the work and plans of their committees:
 - Assessment of Planning and Outcomes Subcommittee: APO is recommending that College Planning Council create a work group with constituent representation to draft new Strategic Master Plan goals for the college. Dr. Kinnamon is currently discussing college goals with the trustees to support this work. APO also updated progress on the Educational Master Plan and will be reviewing the draft of the Accreditation Midterm Report.
 - Data Evaluation Subcommittee: The committee has worked on measuring the college's progress against its goals, including Institution Set Standards (see below).
 - Enrollment Management Committee: The committee is discussing ideas for alternative scheduling, in light of the successes with late-start classes this fall. The committee is also looking at ways to support current students: financial aid, textbooks, technology, basic needs, etc.
 - Equity Committee: The committee is adjusting to being split from the Diversity Committee and defining its purpose in the new format. Members have discussed the history of student equity plans and how the plan is completed and submitted currently. The focus is on disproportionate impact.
 - Guided Pathways: Members took up issues related to social justice and racial equity that entered the national consciousness over the summer months. Guided Pathways offered opportunities for the COD community to engage on these topics during Fall Flex and the series of workshops which followed, plus last week's conversation with

undocumented students. The GP Steering Committee is working closely with the four pillar teams to ensure that efforts are coordinated, not duplicated. GP is completing the academic maps and focusing on mental health issues as well as issues of the LGBTQIA+ community. Funds should be available in February 2021 to support student costs that may be an obstacle to their completing their educational plans. This should increase student completion.

- o Matriculation/SSSP Advisory Committee: There is no longer a stand-alone matriculation/SSSP plan required by the Chancellor’s Office. It has been folded into the Student Equity and Achievement plan. The committee is moving forward to refresh and make improvements to the orientation program.
 - pLEDGE to Complete has been launched as a way to help former students who have completed at least 30 COD units, but have not earned their credential(s). Outreach to these former students is underway.
 - Another population for outreach could be those community members with 45 or more units earned from any institution.
- o Strong Workforce Steering Committee: They are moving forward with a new funding cycle. More cuts may be imposed on funding. The committee will meet again on December 1st.

3.2. Follow-up Items

3.2. Task of

3.12 Due by

Create an academic calendar with six entry points to include late-start courses in fall and spring, in addition to the traditional fall, winter, spring, and summer entry points	Annebelle Nery (to bring to Enrollment Management Committee)	Upcoming EMC meeting(s)
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3.3 Institution Set Standards

- Dr. Spurgin shared the Data Evaluation Subcommittee presentation on Institution Set Standards. It was recently presented to College Planning Council and the Assessment of Planning and Outcomes Subcommittee.
- Members discussed the presentation and asked questions.
- In response to discussion about the relatively low level of certificates awarded, Amanda Phillips spoke about the tension between auto-awarding of degrees and certificates and the sharp increase in Associates Degrees for Transfer (ADTs). Auto-awarding vastly increases the workload for Admissions and Records Specialists. Overtime or additional staff would be beneficial to handle the work.

3.3. Follow-up Items	3.3. Task of	3.3. Due by
Take topic of staffing capacity needed to auto-award degrees and certificates to Executive Cabinet for discussion	Annebelle Nery	12/1/2020

Good of the Order/Adjournment

- The various committees are moving the college forward in the best interests of students. No areas were identified in which efforts are being duplicated.
- An area for future investment by the college could be employment engagement and career services. The college could better support students in obtaining employment in their chosen fields. Various ideas were shared, especially around the topic of paid internships based at and funded by the college. Dr. Nery will take this concept to her next Executive Cabinet meeting and her next one-on-one meeting with Dr. Kinnamon.
- The meeting adjourned at 3:08 p.m.

Next Meeting

Wednesday, April 21, 2021

2:00 p.m. to 3:00 p.m.

<https://cccconfer.zoom.us/j/92458917202?pwd=aGVwSDdNNjk5SmZMaGdIbnJTdy90Zz09>