



ACADEMIC • SENATE

Minutes

Thursday, October 10th, 2024

2:00 – 3:45 p.m.

Present: Karen Marrujo, Hanaa Alkassas, Sasha Carter, Jane Gazale, Moriah Gonzalez-Meeks, Karla Gutierrez, Debra Hills, Amy Huie, Rachel Jacob-Almeida, Raad Jerjis, Sahar King, Kristin McGregor, Rachelle Panganiban, Joan Rettinger, Miriam Simpson, Scott Stambach, Jennifer Tomaschke, Asma Yassi

Absent: Dan Curtis, Rita Ghazala

Other: Tania Jabour, Annalinda Arroyo (as proxy for Dan Curtis), Rachel Polakoski, Natalia Sigala

Recorder: Aiden Lovewell

The Senate minutes are recorded and published in summary form. Readers of these minutes must understand that recorded comments in these minutes do not represent the official position of the Academic Senate. The Academic Senate expresses its official positions only through votes noted under "Action." In accordance with the Ralph M. Brown Act guidelines, Senators voting "nay" or abstaining will be identified. All other present members will be assumed to have voted "aye."

-
1. **Call to Order:** Karen Marrujo, Academic Senate President, called the meeting to order at 2:05pm.
 2. **Approval of Minutes: September 26th, 2024** – Senate reviewed the minutes from September 26th, 2024. Senate to approve minutes. **Motion/Second:** Miriam Simpson/Amy Huie. **Nays:** None. **Abstentions:** Annalinda Arroyo, Rachel Jacob-Almeida, Sahar King, Rachelle Panganiban. **Motion Passes.**
 3. **Public Comments – None**
 4. **Announcements / Spotlights -**
 - A. **Sabbatical Project Presentation:**

Rachelle Panganiban shared her sabbatical project presentation. A form will be sent out to faculty on how to add the DSPS manual to their canvas shell. Rachel shared instructions on how to navigate to the DSPS manual. This was created because over the years there have been an abundance of process questions from faculty, especially instructional faculty. This manual will give faculty a quick and easily accessible way to get the needed information. Most current resources for this are narrative-based but this is not. This manual will be easy to update and there has already been feedback received to add the documents and resources in other languages.

B. ASCCC Resources for Empowering Adjunct Faculty:

Karen Marrujo shared several resources from ASCCC. Both resources are posted on the AS website. These resources include strategies on empowering adjunct faculty. We can always strive to do be more inclusive and encourage others to do the same.

C. Empowering Adjunct Faculty at the Department Level:

Tania Jabour shared the Part-Time Faculty Liaison Model with senate. Tania became the chair of the English department in January 2020. Six months into tenure as chair, a long-time part-time faculty member, Cynthia Lunda, asked to talk about the discontent of part-time faculty in the English department. Cynthia Luna had this idea to create this part-time faculty liaison position in the department that would be elected by other part-time faculty. The position would include volunteering to represent PT faculty interests, hold PT professional development meetings, take PT feedback to the chair, serve as a resource for PT faculty members if there are any issues or concerns, attend a monthly standing meeting with department chair, propose agenda items for full-time faculty meetings and, when needed, to appear at full-time faculty meetings to speak on specific items. This work would help create a more equitable department culture. FT faculty have benefits and more fair pay but unfortunately PT faculty aren't afforded the same perks. This was initially developed as an uncompensated role that Cynthia undertook but it is now funded at 4-6 hours per semester through department funds.

D. Other:

There will be a THRIVE guided meditation event for on Oct. 15th from 4-5pm. Voices for Palestine group is having an event with a documentary called "Where the Olive Trees Weep" on Oct 25th at 5:30 in the digital theater with the film starting at 6pm. The facilities requests is currently being finalized.

5. Committee Reports –

A. Outcomes and Assessment Committee Updates:

Rachel Polakoski and Tania Jabour, co-coordinators, shared updates for the Outcomes and Assessment Committee. Rachel Polakoski shared the goals for the year such as: identify departments/areas in instruction and student services that are facing challenges, support program learning outcomes, and facilitate the transition to Nuventive. Resources and training are being developed for the transition to Nuventive with the goal being geared towards shoring up compliance goals. Tania shared professional development opportunities for fall 2024 through spring 2025.

B. Updates from Curriculum:

Jane Gazale shared updates from the Curriculum Committee. No packet or list right now. There will be a curriculum meeting on Tuesday to vote on the CCN courses. Jane reminded faculty to please submit any curriculum proposals by October 16th for it to be included in the December board packet, which is the last packet for the semester. ADT's, additions, and deletions are especially important as these cannot be done in spring. CCN is going well, all 6 courses are in and will be reviewed on Tuesday at curriculum. These CCN courses will be on November board packet. Phase 2 of the CCN process is currently in the process of convening to work on the templates for course groups in October, November, and December. The hope is to have templates in early/mid spring.

C. Additional committee updates:

None.

6. Action Items –

A. Faculty Hiring Priorities Committee (FHPC) Charge and Composition:

Karen Marrujo reviewed the FHPC charge and composition revisions.

Senate to approve the FPC Charge and Composition. **Motion/Second:** Amy Huie/Miriam Simpson. **Nays:** None. **Abstentions:** None. **Motion Passes.**

B. Proposal for Strategic Enrollment Management Committee:

Karen Marrujo reviewed the proposal for the Strategic Enrollment Management Committee. Moriah noted that we should consider keeping the current terminology around the word “division” instead of changing it and that we should consider removing the note about reaching out to individuals as it is redundant and not necessary. The senate agreed that these Moriah’s notes made sense. After Academic Senate, this is schedule to come to classified senate and then college council for review. If there are any substantive changes then it would come back for us to review. The hope is that there would not be additional changes.

Vote to amend the Proposal for Strategic Enrollment Committee. **Motion/Second:** Moriah Gonzalez-Meeks/Miriam Simpson. **Nays:** None. **Abstentions:** None. **Motion Passes.**

Vote to approve the Proposal for Strategic Enrollment Committee. **Motion/Second:** Rachel Jacob-Almeida/ Moriah Gonzalez-Meeks. **Nays:** None. **Abstentions:** None. **Motion Passes.**

7. Information Items (First reads and updates for future action items) –

A. Faculty Hiring Priorities Committee (FHPC) 2024-2025 Rubric:

Karen Marrujo reviewed the FHPC 2024-2025 rubric. Minor changes for clarity and readability. Moriah noted that there were substantive changes made last year. One change made to Criteria 3, added not having a full-time faculty within discipline to this criterion that emphasizes Critical Need. Will come back at the next meeting for a vote.

B. Faculty Hiring Priorities Committee (FHPC) 2024-2025 Off-Cycle Request Form:

Karen Marrujo reviewed the FHPC 2024-2025 off-cycle request form. Slight changes to match the regular version of the form. Was worked on last semester but is now ready. Will come back at the next meeting for a vote.

C. Discretionary Reassigned Time Process (for endorsement):

Karen Marrujo reviewed the Discretionary Reassigned Time Process. Last semester we discussed this as a group. Presidents’ cabinet reached out to SOC with draft of what the process would look like. We provided feedback and received feedback from the chairs. Sent the feedback back to them and this document is what they returned to us. This was drafted because there were many faculty coordinators who were being told different things on how reassigned time worked. Several complaints led to this. We want to continue providing feedback on this because this is process and we do not approve, we only endorse. Sahar asked if we can create a similar item for pt faculty for committee participation because there is some confusion around how this process works. Miriam noted that we have a faculty handbook that needs to be updated and especially a PT faculty handbook, or at least a significant section in the regular faculty handbook, that would be helpful as the processes can be different. Moriah noted that there was language that was added around assessment from the administrators however, the assessment language felt unclear. Want to communicate the need for the people that are doing the work to have the main voice on how it is being assessed and reviewed.

8. President's Report – None

Karen Marrujo shared her president's report and shared a link to her office hours. She updates the senators on the work being done to make SOC and Academic Senate more effective advocates for faculty needs. She also noted that she received feedback on suspending the rules for Curriculum board packets. This will require some time and work to potentially review the bylaws and make adjustments so that we don't come across this issue as often.

Jane noted that this issue is a result of various factors that are out of Curriculum's control such as compressed calendar and deadlines.

Karen noted that there is no issue or concern around individual work being done and that this is being looked at to see if we can try to fix this misalignment to clean up the process for everyone. The bylaws haven't been reviewed since the compressed calendar and new deadlines have been enacted and as Academic Senate we need to assist Curriculum with this process.

Miriam noted that we should create a cheat sheet on the parliamentary rules for new and old senators alike so assist with clarity.

Karen noted that she is doing research on this to see what our options are and how to make this as equitable as possible.

Karen then shared that AI taskforce conversations are happening now. There are concerns over Co-Pilot AI.

Moriah noted that we need to have better conversations on campus and as a district before we start purchasing things like Co-Pilot to ensure that they are safe, effective, and equitable in the tasks that we need done from them.

Rachelle expressed concerns over the storage of information with AI.

Moriah noted that Teaching Dialogues sessions will be happening on 10/24 and 11/14 in I-209 directly after the Academic Senate meetings end at 3:45pm on those days.

SISC was going to be disbanded after its first meeting. There were collaborative conversations asking for SISC to wait and not disband until the faculty handbook is finalized.

There is a necessary update to Colleague that will force it offline for five days. The current proposition is to have it done during spring break week. Asking for feedback from everybody on whether or not this is a good time for this update to happen.

Several senators noted that there is crucial Colleague work that is done during that week and that this would not be an appropriate time for Colleague to go offline.

The faculty handbook still needs to be updated and there will need to be a small taskforce for this work. Jeanie is going to look into resources for this and then this will come back to Academic Senate.

9. Vice President's Report –

The Vice President's report will be posted on the Academic Website.

10. Part-time Faculty Report – None

11. Adjourn –

Meeting adjourned at 3:50pm.