COA Academic Senate Meeting Minutes Thursday, April 2, 2020

Meeting Called To Order: 12:20pm via Zoom

Senators in Attendance: Matthew Goldstein (Chair), Andrew Park, Jennifer Fowler, Richard Kaser, Phyllis Tappe, Bruce Pettyjohn, Hoi Ko, Jeff Sanceri, Jayne Smithson, Sue Altenbach, Marissa Nakano (minute taker)

Guests in attendance: none

Agenda Item	Summary	Motion
Agenda Review & Approval	Discussion: none	Motion to approve agenda for April 2, 2020
	Modifications: none	
		First: Jayne Smithson
		Second: Hoi Ko
		In Favor: all senators present
		Motion passes
Review of Minutes:	Discussion: none	Motion to approve minutes from March 26,
	Corrections: none	2020
		First: Jennifer Fowler
		Second: Andrew Park
		In Favor: all senators present
		Not in favor: 0 senators
		Abstained: 0 senator
		Motion passes
Action items:		
1. Res. re senate consultation during	Summary of Discussion:	Motion for Jeff Sanceri to continue crafting the
district emergencies (J. Sanceri)	Jeff emailed senators a draft a few days ago	resolution regarding senate consultation
	and followed up with a second email	during district emergencies and present to
	incorporating feedback. Senators also	Academic Senate at next meeting.
	discussed VC Brown's email to faculty	
	regarding faculty initiating contact during the	First: Jennifer Fowler

canceled. There were questions raised surrounding the collection of the data and the survey itself. It was agreed that Jeff will continue to craft the resolution and present it at the next AS meeting (senators trust Jeff to do a thorough job.)

Second: Bruce Pettyjohn In Favor: all senators present Not in favor: 0 senators Abstained: 0 senator Motion passes

2. Adopt electronic voting system: Qualtrics

(https://www.qualtrics.com/security-statement/) or Helios (https://heliosvoting.org/privacy) (R. Kaeser)

Summary of Discussion:

Richard shared his experience exploring Qualtrics and Helios as online/electronic options to cast senator votes. He shared that the committee's recommendation would be Qualtrics.

Senators discussed pros, potential challenges and solutions for each option. Andrew Park stated that if a purchase upgrade was needed for the tool, it would be a reasonable expense that AS can justify. It was recommended that, if needed, AS asks for support from Institutional research for data collection, and use COA-FAS to reach the updated list of full time and part time faculty members.

Senators will recommend Qualtrics as the tool for the election based on the recommendation by the election committee.

Additionally, majority of senators agreed that incorrectly submitted nominations should be followed up with an email from the election committee member.

Motion to approve Qualtrics as the tool for Academic Senate elections.

First: Hoi Ko

Second: Jeff Sanceri

In Favor: all senators present Not in favor: 0 senators Abstained: 0 senator

Motion passes

 Consider moving 4/30 AS mtg back to 4/16 (M. Goldstein) 	Matthew Goldstein corrected that since Bruce Pettyjohn was appointed to an AS seat, his position is up for nomination. Matthew will adjust to include for election.	Motion to approve moving Academic Senate meeting from April 30, 2020 back to April 16, 2020.
		First: Hoi Ko Second: Sue Altenbach In Favor: all senators present Not in favor: 0 senators Abstained: 0 senator Motion passes
Discussion: 1. District shutdown's consequences for CE (H. Ko)	Summary of Discussion Item #1: Hoi Ko updated senators on how Shelter-In-Place, PCCD emergency policy, and the CE department is affecting the continuation of CE classes in spring 2020. Due to the nature of many CE programs, the hands-on lessons will have to be taught after PCCD reopens in June. Since lecture and lab work together, instructors will have to teach twice (online in spring 2020, then lab in summer after PCCD reopens). Bruce and Hoi brought to the attention of senators how the consequences of shelter in place will affect all students in this year's AMT cohort and following cohorts.	

Recently, administrators in CE submitted a request that COA CE programs be considered part of essential infrastructure (according to the statewide shelter-in-place order). No result has been reported back yet.

2. Distance Education Addendum (J. Fowler)

Summary of Discussion Item #2:

There is a blanket, temporary DE addendum for courses that were not DE ready at the time of the shelter-in-place order. Faculty are allowed to conduct online courses regardless of DE status and certification. Curriculum Committee was consulted in the creation of the addendum. They supported the blanket addendum as a last resort, and they encouraged departments to get their curriculum up-to-date for the future. Jayne Smithson added that updating curriculum for an online format will assist any future instructor who wishes to teach online.

3. Town Hall for faculty (M. Goldstein)

Summary of Discussion Item #3:

Matthew brought up the thought of a Town Hall for faculty (and possibly students) to voice their concerns with COA President Dr. Tim Karas. Senators agreed that this would be a great idea to host on Zoom with faculty only for now. Logistically speaking, COA Zoom does not have a webinar function, so the Zoom could only host 40 people at a time.

4. COA AS scholarship draft (A. Park)	Summary of Discussion Item #4: Andrew Park presented the updated draft with senator input to AS. Still seeking input from AS. Short discussion regarding GPA and 6 units. Andrew will bring back more information regarding this criteria, and will put the COA AS scholarship as an action item next meeting.	
Officer Reports	None	
Announcements	None	
Public Comment	No public comments	
Proposed agenda items for April 16, 2020 meeting		
Adjournment	Meeting adjourned, 1:20	Motion to adjourn meeting
		First: Jeff Sanceri Second: Hoi Ko In Favor: all senators present Motion passes