

**MSAC Faculty Association
Representative Council Meeting
October 6, 2020 via Zoom**

Present: Aguilar, Alvarez-Galvan, Amos, Anders, Avila, Birca, Boyer, Burman, Burnett, Caldwell, Chan, Chen, Christ, Crichlow, Cridland, Daland, Engisch, Epsy, Esslinger, Ezzell, Foisia, Garcia, Greenberg, Holbert, Hood, Howell, Hughey, James-Perez, Jones, Kaljumagi, Kirchgraber, Knapp, Komrosky, Landeros, Lawton, Lavery, Lopez, Madrid, Martinez, McIntosh, McLaughlin, Meyer, Mullane, Nakamura, Ngo, Nixon, Olds, Padilla, Pascoe, Pellitteri, Piluso, Ponce, Rinaldi, Rivera, Rojas, Roueintan, Scott, Sholars, Silver, Straw, Summers, Thomas, Uyeki, Velasquez, Ward, Wasson, Wolf, Wood, Woolery.

Absent: Berch, Bhowmick, Bowers, Brantingham, Calzada, Condra, Coreas, Doonan, Gonzalez, Gorcik, Heard, E. Hernandez, Hamby, Jollivet, Kung, Kunkler, Lackey, Luther, McKinney, Mercier, Miho, Miller, Necke, Orr, Page, Pham, Ramirez, Richardson, Romero, Shiff, Stringfellow, Uranga.

Guests: Estes, Greco, Griffith, Horton, Kelly, McKee, Quinn.

I. Call to Order and Approval of the Agenda

President Joan Sholars called the meeting to order and the Agenda was approved with flexibility at 11:33 a.m.

II. Approval of Minutes

The minutes of September 1, 2020 were approved as written.

III. President's Report – Joan Sholars

A. Kahoots for Voting – Joan shared that we have purchased Kahoots for FA voting. We will be using it at the next FA Exec meeting as a trial and will be using it at the next FA Representative Council November 3rd.

B. Treasurer's Training – Joan and Linda Chan (Treasurer) attended the CCA Treasurer's Training on September 26th.

C. CCA Fall Conference – The CCA Fall Conference is going to be held Wednesday, October 7 – Saturday, October 10, 2020. Conference training and breakouts on Wednesday through Friday are held in the evening (4:30 – 6:30 pm) and where this format is optimal for K – 12 teachers, many of our faculty teach in the evening and cannot attend. Our own Mt. SAC Joshua Christ is running for CTA Higher Education State Council. Please remember to vote for him for this important position. Once appointed to CTA State Council, he will then be able to attend the Executive Board meetings as a non-voting member.

IV. Vice President's Report – Emily Woolery

A. Board of Trustees – The BoT met on September 9. At this meeting three new faculty were introduced: Julie Cortez, Professor, ACCESS-Writing Support Emphasis (Student Services); Richard Genovese, Professor, Fire Technology (Public Safety Programs); and Sonia Ortega, Professor, ESL (School of Continuing Education). The BoT meets again on October 10 (Board Study Session) and October 14.

B. President's Advisory Council (PAC) – PAC met on September 9 and 23. On September 9 we heard reports from Accreditation Steering Committee, Campus Equity and Diversity Committee, Institutional Effectiveness Committee, and Societal Education for Equity Challenge. Academic Senate and FA pulled the new AP 3434 Responding to Harassment Based on Sex Under Title IX. On September 23 PAC reviewed a memo from Chisa Uyeki, Kelly Rivera, and Kristina Allende, who are Academic Senate representatives to PAC. Their memo addressed CEDC membership.

C. Proposition 15 Phone – Emily organized Proposition 15 Phone Banking with Robin Devitt, CTA staff member, on multiple dates in September. Thank you to our faculty colleagues, who joined this work: Maya Alvarez-Galvan, Joshua Christ, Maria Davis, Doug Hughey, Teresa Landeros, John Norvell, Kelly Rivera, and Chisa Uyeki.

Thank you to Joan for sending out postcards. CTA Region 3 will host a phone banking on October 13 from 5:00-7:00 PM. Please join us!

D. Student CTA (SCTA) – SCTA was reactivated as a Recognized Student Club/Organization (RSCO). Emily is co-advisor to SCTA with Professor Keiko Tsurumi, Coordinator, Teacher Preparation Institute. On September 24 SCTA club members attended a statewide SCTA Virtual Town Hall. One SCTA member has joined in phone banking. TPI is holding Apple 101 events: Don't Yell! Effective Communication with English Learners (10/20) and Math Therapy (10/8 and 10/15). Your students can learn more at <https://www.mtsac.edu/tpi/>.

E. Meetings Attended – Joan and Emily attended the following meetings: • September 11 and 22: Bi-Monthly Meeting with Vice President, Instruction • September 11: New Faculty Seminar: Q&A on Evaluation Process for Probationary Years 2-4 • September 28: AS and FA Joint Taskforce on Number of Flex Days • September 28: Monthly Meeting with Vice President, Human Resources • October 5: Monthly Meeting with President.

F. Grievance Report – The following Grievance Report was given: a.) CTA is handling arbitration for a full-time probationary faculty, whose tenure was denied; b.) CTA is supporting a full-time faculty, who was on FMLA leave. Questions about scheduling occurred at the end of the leave. A Level 2 grievance was submitted, and a conciliation meeting was held. CONCLUDED; c.) An adjunct faculty member submitted a complaint against their division. HR is conducting an investigation; d.) A full-time faculty member submitted a complaint against another full-time faculty member. HR is conducting an investigation. CONCLUDED; e.) A full-time faculty member seeks support in clarifying their job duties. i. A Level 3 grievance was submitted on behalf of faculty. It was denied. ii. A Level 4 grievance was submitted. It was denied; f.) Full-time faculty requested representation in forthcoming accommodations processes. Many requests result from the side letter regarding a modified load due to COVID-19 impacts. g.) Adjunct faculty are concerned about loss of sections in fall 2020, including lack of clear criteria for assignments and loss of students due to COVID. i. The FA filed a Level 3 grievance was submitted. It was denied. ii. A Level 4 grievance was submitted. h.) Faculty submitted a complaint against the manager. HR is conducting an investigation. i.) Faculty identified safety concerns with teaching lab activities from home. j.) Students filed complaints against faculty. HR is conducting an investigation. CONCLUDED; k.) Faculty on Salary & Leaves Committee identified problems with the District fulfilling professional growth increment based upon date of completion of activities. i.) The FA filed a Level 3 grievance. l.) Division management expressed concerns about lack of response from a faculty member with a reassigned position. A meeting was recently held. m.) Division management received student complaints about faculty communication.

V. Treasurer's Report – Linda Chan

Linda Chan shared the September 2019 – August 31, 2020 Unaudited End of Year Report and reviewed the September 1, 2020 – October 6, 2020 Treasurer's report. She stated that this is the beginning of the new year and we have not spent much. We have not received the bank statement for this month as of yet to document received income. We paid out the \$5000 financial support for Peter Hidalgo for Area 1, and Jay Chen for Area 5 as well as \$2500 for Manuel Baca from Area 7 from the Political Action account. Fabian Pavon from Area 7 does not have his FPPC number as of yet so we cannot send our \$2500 financial support until we have his number. Also of note, Fabian Pavon has not submitted his candidate statement as of yet.

VI. Academic Senate Report – Chisa Uyeki

A. Appointments – The following Senate appointments have been made: **Accreditation** – Michelle Shear (Dance); **Assessment & Matriculation** – Dianne Rowley (Learning Assistance); **Campus Equity and Diversity** – Eugene Mahmoud (Physics & Engineering), Kambiz Khoddam (Math), (2019-2021); **Educational Design** – Garrett Staley, Tech & Health (2020-2023); **Faculty Professional Development Council** – Danny Cantrell (Communications) 2020-2023 and Carol Impara (DL Coordinator & Nutrition) 2020-2022; **Guided Pathways** – Lance Heard (Public Safety Programs); 2020-2021 **Institutional Effectiveness** – Bernie Somers (Student Services Faculty); **IRB** – Danielle Dervishian, alternate (Biology) 2020-2023; **Mapping & Catalog** – Tony Henry (Child Development) 2020-2023, Sunil Thankamushy 2020-2023 (Commercial and Entertainment Arts), Bobby Purcell (Kinesiology) 2020-2022, Lorena Velazquez (STV); **Student Equity** – Diana Felix (Counseling), Bernie Somers (Counseling), 2020-2021; **Textbook & Instructional Materials** – Jenny Leung (Auxiliary Svs Board

rept); **Retention & Persistence** – Hong Guo (Library), Sun Ezzell (Learning Assistance), Jasmine McLeod (Communication); **Scholarship** – Hoang-Quyen Nguyen (Math), 2020-2021; **Assistant Director, Behavioral Health Services Search & Selection Committee** – Melinda Bowen and Bruce Nixon; **Chief Technology Officer Search & Selection Committee** – Jean Metter (Nutrition), Danny Cantrell (Comm), and Vic Zamora (CIS); **Statewide OER Liaison Appointment 2020-2021**, Esteban Aguilar (Library).

B. Senate Action – The following Senate Action has been approved: 1.) Senator-at-Large nominations were opened and closed. The election is currently going on and is open to all faculty to vote on in the portal. We were pleased to have five nominees: Kate Cannon (History), Sarah Nichols (Physics & Engineering), Chara Powell (Psychology), Tony Rivas (Counseling), and Lani Ruh (Kinesiology). 2.) Approved Course Review Proposal from C&I to move the College's curriculum review cycle to a 5-year course review cycle. The first 5- year course reviews being due May 31, 2021. Paralleling this, the College will begin a 5-year review of programs process, the first 5-year review of programs being due May 31, 2022. The Educational Design Committee will develop a staggered list of programs due for review, all 375 (approximation) programs being reviewed over 5 years. Both courses and programs will be reviewed at the Educational Design Committee either as Consent Agenda items if there are no substantive changes or as Review Agenda items if there are substantive changes. The definitions of substantive curriculum changes can be found in the 7th edition of the Program and Course Approval Handbook. 3.) Revisions to AP 5520 Student Discipline Procedures which came through SPEAC (approved 5/18/2020) was approved by Senate. Changes included moving towards restorative justice and being able to meet by teleconference. This was passed at Senate and reviewed at Cabinet this week. It will go to PAC next. 4.) Catalog and Curriculum Effective Dates proposal was passed to allow curriculum and catalog rights to begin effective the fall semester. In this proposal students who begin enrollment in the summer intersession would be allowed to use the catalog rights that became effective in the previous fall term. 5.) Environmental Studies AA Degree Taskforce Recommendations Approved. 6.) Natural Sciences AA Degree Taskforce Recommendations Approved. 7.) Language Arts AA Degree Taskforce Recommendations Approved. 8.) Added Land Acknowledgement to Agenda. 9.) Reordered Agenda to put Action and Discussion before most Reports.

C. Equity Summit – Equity Summit: How do we Move the Needle on Equity? Academic Senate, Student Services, and Instruction invite you to join faculty, staff, managers, and students in courageous conversations on race and equity Save the date: October 30, 2020, 9 am - 1pm. Topics covered will including using data to understand and effectively address student needs, equity & sustainability, reimagining outcomes through an equity lens, strategic planning and equity, guided pathways, and more!

D. Student ID Cards – Because Foothill Transit is now requiring Student IDs to ride free students are able to come to the Mt. SAC Bookstore and get their ID cards on Wed 10/7 and Thurs 10/8 from 9 am -3 pm.

E. Student Services Billboard – Check out (and share with your students) this virtual billboard of all upcoming Student Services Events: <https://www.mtsac.edu/student-services/student-services-events.html>

F. Student Technology Loans – Since March 2,560 students have checked out 3,811 devices. Additional information is available by following the link posted with my report. Thank you to Student Services, IT, and the Library who have collaborated to make this work possible. The distribution events have happened for fall, but students who have a need can still request technology using this form: <https://www.mtsac.edu/laptoploansrequestform>. Unfortunately, availability based on inventory and offered first come first served.

G. Emergency Grants for Students – Emergency Grants for Students with critical needs are available. There is only \$50,000 available this fall, so the distribution will be handled differently. If you become aware of a student in need you asked to refer the student (please see attachment with referral steps). The link will not be posted in an attempt to distribute the limited funds to high need students.

H. Noncredit Data Coach – We have gotten the okay to post a position for a Noncredit Data Coach position. This Data Coach will be in the cohort with the other Data Coaches, but will not be funded by Title V because the scope of the grant does not include noncredit.

I. CCC Equity Leadership Alliance – A Core Planning Team will coordinate the leadership and will include about 6 members. A larger Committee, with 6 faculty, will be involved in ensuring information and strategies that come out of the e-convenings are routed appropriately to integrate them into the fabric of the college. The group will work to ensure that the planning that is brought back from the convenings is implemented through the existing shared governance structure.

VII Adjunct Faculty Advisory Committee – Herschel Greenberg/Judy Lawton

A. AFAC 1st Fall Meeting – The AFAC met on 9-15-20 from 11:30am – 1pm via Zoom.

B. AFAC July 21st Workshop – The AFAC will host a workshop on Thursday, October 1st, from 12:30 – 2pm. The title and description is as follows: For Adjunct, By Adjunct: Online Teaching and Regular and Effective Contact. The Adjunct Faculty Advisory Committee invites you to join this informative workshop on Thursday, October 1st, from 12:30pm – 2pm. We will focus on our online learning environment. The workshop will begin with an open forum Q and A, followed by information regarding regular and effective contact in relation to instructor evaluation being done online. Finally, AFAC members will show you how to reach out and learn about your rights. This workshop will allow you to express concerns and get your questions answered. Don't miss this interactive workshop!

C. AFAC Issues – The following issues were discussed (as communicated by adjunct from different departments and divisions around campus) A. Fallout from low enrollment; B. Adjunct need voting rights in department meetings; C. All departments need to invite adjunct (several still do not invite adjunct); D. ESL Admin enters Canvas Shell once a week in order to gather data.

D. Solutions Discussed – The following Solutions were discussed: A. Department outreach using email in order to increase communication. B. Resources on the AFAC Canvas page. Over 150 adjunct have joined the AFAC Canvas shell.

E. Adjunct Seniority List – Adjunct seniority list is available on HR website. How do we tell adjunct to check this list? 1. Send an email alerting adjunct that this list is now available to check for accuracy. 2. Email contains a friendly reminder: have you checked the list? Is it accurate?

F. Next AFAC Meeting – The next AFAC meeting is on Oct. 20th at 11:30 am via Zoom.

VIII. Negotiations – Joan Sholars

Joan stated that negotiations are proceeding at a slow pace. The District has given their proposal for Article 18: Evaluations. This article is about 42 pages long and has been completely re-written. The District is looking for ways to include equity, diversity and inclusivity in this article. The District has also put forward their proposal on Article 10: Workload. Article 18 and Article 10 are connected and the FA team is working on their response. Of importance is how do we incorporate equity, diversity and inclusivity without penalizing faculty. The FA has put forward their proposal for Salary and Health and Welfare Benefits (for faculty to get an equal increase in benefits as other bargaining units from last year's negotiations). The FA continued negotiations with their proposal on Article 13: Distance Learning and the District should be responding at the next meeting. We also gave the District our proposal for Article 27: Health and Safety. This proposal addressed many of things that we as faculty have been asking for as far as cleanliness and safety. The District came back with their counter stating they did not think any of our proposals would increase safety on campus. Negotiations take place every two weeks for 4 hours each meeting and at this time there are no TA's.

X. Old Business – Action Items

A. Electronic Voting – The benefits of electronic voting was discussed. The FA will need all member's personal emails to make this option viable and cost-effective. There are 6 CTA approved vendors that we can use. At first, postcards would have to be mailed with voting instructions provided. It would definitely be a less labor-intensive process for tallying votes. The Governance Committee will need to change the voting process to be electronic in our ByLaws/Standing Rules. It was recommended that department FA representatives receive a list of FA members to collect their faculty's personal emails. A motion was made, seconded and carried to approve electronic voting for the FA for future voting.

B. Hiring APs – The Equity and Diversity Committee has been working on the hiring APs to make the hiring process more equitable especially in how we hire adjunct faculty and executive management. A motion was made, seconded and carried to postpone this item until our next Representative Council meeting on November 3, 2020. FA representatives were directed to review and take the hiring APs – AP 7120, AP 7122, and AP 7127 (new for hiring executive management – the President and VPs) back to their departments so that they will be able to vote at the November 3rd Representative Council meeting.

C. Social Injustice Issues – 2016 Resolution – Police On Campus – On April 5, 2016, the FA Representative Council passed a resolution to not support the presence of a Campus Police Department. Students at the BoT meeting expressed concerns about the Campus Police carrying firearms. During these times of social injustice, should the FA bring this resolution back and/or possibly strengthen it to reaffirm our position? Faculty requested time to take this back to their departments for their input. A motion was made, seconded and carried to postpone this item and it will be an action item at the next Representative Council meeting on November 3, 2020.

XI. New Business – Discussion Items

A. Title IX AP 3434 – Responding to Harassment Based on Sex – AP 3434 addresses responding to sexual harassment and gives direction as to college investigation procedures. This will be an action item at the next Representative Council meeting on November 3, 2020.

B. 2020 – 2021 FA Goals – The following are the Goals for 2020 – 2021: 1) Membership Engagement (training can be part of Membership Engagement); 2) Create an Organization Committee to connect and build relationships with faculty; and 3) Support Negotiations. This will be an action item at the next Representative Council meeting on November 3, 2020.

C. Committee Openings – Joan shared FA Committees that have vacancies: Class Size, Flex Day Planning, Insurance Committee, Political Action and Calendar. If interested, please contact Joan Sholars. The following are proposed appointments: Accreditation Steering Committee – Joan Sholars; Exceptional Service – July Bray-Ali; Health and Safety – Linda Chan; PAC – Joan Sholars; Professional Development – Nan Shea; Salary and Leaves – Jennifer Leader; Membership – Luisa Howell. This will be an action item at the next Representative Council meeting on November 3, 2020.

D. Class Size – A Class Size Taskforce has been created to give recommendations to Senate. Changing all classes to cap at 36 will be expensive for the District. Some classes are lower than 36 so that can raise issues. The following are possible reasons for exceptions to a proposed class size cap: 1) Requirements by outside agencies, outside programmatic accreditation (when applicable); 2) Course specific workload as documented by Methods of Evaluation in the COR; 3) Safety issues (as documented in the Class Size Supplement, including labs and field trips); 4) Pedagogy issues (as documented in the COR); 5) Audience (i.e. ACCESS cap at 20) or topic (as documented in Class Size Supplement); 6) Physical space and equipment issues; 7) Other considerations that directly impact instruction and learning (honors courses, etc.).

XII. Other Reports

Time did not allow for reports from Director J (CCA), PGI or SOne/CTA State Council but Joan Sholars stated that SOne will meet this Wednesday, October 7th from 4:30 – 6:30 p.m. to hear information from State Council.

XIII. Announcements

- A. Next Executive Board Meeting – Tuesday, October 13th 11:30 am – 1:00 pm via Zoom.
- B. Next Adjunct Advisory Committee Meeting – Tuesday, October 20th 11:30 am – 1:00 pm via Zoom.
- C. Next Representative Council Meeting – Tuesday, November 3rd 11:30 am – 1:00 pm via Zoom.

XIV. Adjournment

The meeting was adjourned at 1:25 p.m.

The minutes were respectfully submitted by Liz Ward, Faculty Association