Academic Council Meeting

Minutes - Approved
Thursday, June 11, 2020
10:00 A.M. – 12:00 P.M. – Web-Ex

Attendance: Co-Faculty Fellows: Judy Anderson, Cathy Ritterbusch; **Co-Chairs:** Nicole Brandt, Ruey Bruce, Amy Delorenzo, Sandy Drakatos, Jeanette Ferguson, Dianne Fidelibus, Holly Finnegan, Paul Graves, Tracy Koski, Liz Hammond (for FETPD), Nicholas Lakostik, Tricia May-Woods, Melissa Marmie, Karen Muir, Jennifer Nardone, Amy Popovich, Rachel Romain, Jorie Schwartz, Fauna Stout, Heather Thompson-Gillis, Adele Wright; **guests:** Jennifer Anderson , Rebecca Butler, Kelly Simons

1) **Diversity and Inclusion Committee Discussion**:

The AC worked to finalize an official letter and list of recommendations to the administration around Diversity, Equity, and Inclusion policies and practices to address both changes to existing policies and creation of new policies that are needed moving forward.

Cathy R. asked the group to suggest how we move forward with these recommendations once they are finalized. The group agreed to meet in one week to finalize and formally vote on these recommendations.

2) **Autumn 2020 Planning Discussion (1 hour): Guests Rebecca Butler, Kelly Simons, Jennifer Anderson:**

Rebecca Butler asked for anyone at the meeting who has feedback, thoughts, or questions to put into the chat so that they are "recorded."

Testing: Dr. Butler held a kick-off meeting with representatives of faculty, staff, and administration to discuss how to proceed with placement and academic testing in the COVID-19 era. A number of faculty were present and part of this advisory group. "Digital equity" is was a discussion point to determine what platform and/or approaches will be adopted. This is a real concern for our students and for CSCC as an institution, and Dr. Butler said we must be mindful to not create further issues in this regard. Lauren Jones and Desiree Polk-Bland will be leading the group on testing (for CCP only? Or everyone). The quick move to online in the spring left a big gap with respect to "reading" readiness. In short, there are several teams working through the recommendations on testing issues, and they are working on a pretty short timeline. Dr. Butler said that "Dr Simons and I will not be getting into the weeds" at today's meeting but are looking specifically to solve for digital equity. The platform we use will work in a low-density environment and also taken into consideration students who have children at home and what that means for testing. Otherwise, we are trusting the faculty and workgroups to make the recommendations for testing needs. We are also trying to avoid asking students to use 5 or 6 different testing or virtual meeting platforms but instead streamline a solution that minimizes these things.

Dr. Butler was asked consideration had been made for using some of the larger spaces on campus such as the gym for some in person testing. She responded that the College will not be opening up the gym or some large space for this since these unconventional spaces will be needed for in-person instruction for the courses that need it.

Any discipline-specific concerns or needs should be directed to Dianna Weiss and Tom Erney. There are also separate groups looking at the student support piece of this (webcams, equipment, training, and so on). We all need to be overt in communicating with students about integrity and responsibility to address cheating on exams.

Workforce protocols updates: Dr. Butler said that at the recent meeting there was rich and robust conversation about student facial coverings. Through practice this summer, we have had zero students who have objected to wearing facial coverings, so hopefully that trend continues. The College envisions using the Behavioral Intervention Team to work with faculty in a productive way in the event a student is not wearing a facial covering and not putting the burden on faculty to address these instances. If facial coverings are required as part of the curriculum (e.g. nursing courses, or some of them) then absolutely that can be enforced with respect to students. If a student just refuses, the BIT will work with that student to educate them and connect them to resources to figure it out. BIT can also work with the faculty member to ensure the classroom remains healthy and safe while supporting the student(s) in their education as well.

It's a complex issue, so stay tuned because those recommendations are not finalized yet. (Patty Allen, Ruey Bruce, and other faculty, are part of this group.)

Facial coverings for employees are required unless employees are alone in their offices. If employees are walking through campus and nobody is around, there really isn't a requirement, but employees should have masks with them at all times in case they come into closer contact with someone. Self-screening health assessments are required for faculty and staff on any day they come to campus. Depending on what requirements might come from the governor's office, we are anticipating that there may be some testing requirements with respect to employees. This is an ongoing discussion and policies are bound to change as we move forward.

Decisions about the format in SP21 are not possible right now for, as Dr. Butler said, "a whole host of reasons" and we will not know enough to make these decisions until August or September. The science just isn't clear enough today to make decisions about six months from now. Delayed registration for SP21 is a possibility, but not for certain, and remains a "definite maybe" on this and all other things related to SP21 registration and format.

Ideas and considerations from AC around communications to campus are more than welcome. Administration wants AC and faculty to share their ideas to ensure communications are as effective as possible.

CCP embedded classes. Kelly Simons reported that their first meeting about this was scheduled for the following Monday, and she would be happy to come back and update, touch base, and share developments with Cathy and Judy. HS partners are currently wrestling with capacity issues while maintaining social distancing on their campuses and weighing the ability to embed classes vs. using alternate format such as web or virtual. Higher Ed is a little more "in the dark" than K-12 but we are

keeping in contact via Lauren Jones and other CCP leads and turn this over to the experts and to find new ideas to solve the challenges. Rachael R. and Andrea P. are also part of this group. Each public school district will likely have a different approach to how they approach FY21 and so how we do CCP next year will be important.

Faculty coming to campus this summer: Dr. Simons said, "I am hearing you" with respect to faculty coming to campus and understands it's "clunky" and we could do better with approvals, requests, etc. She said the Office of Academic Affairs is currently under bombardment with requests to come to campus, and is having a hard time keeping up, but the system OAA is using remains inefficient (many steps to get a request processed and approved and done). Simons described a "digital workflow" that could handle requests so when they come in an email is automatically sent to the next person in the chain that needs to take action or approve it, and a spreadsheet is automatically generated and populated with the tracking of the requests. The whole process is potentially able to be automated. *On a chatnote, it was observed that this type of workflow tool was discussed at the recent AC retreat, the College could use something similar to record and track recommendations made by the AC, so the process and progress on them is transparent and readily available at all times, thanks to a digital workflow.*

Scheduling AU 20 courses and rubric for requesting in-person courses: Dr. Anderson showed a working draft of the form (sent prior to the meeting to AC members) that will be used to justify what courses will need to be offered in person this fall. She said they are trying to find a way to record the modality ALL courses and sections will be presented in, to bring the schedule into alignment with reality; students don't really know what to expect in the courses for fall. In order to do that we need to have a record of what's planned for each course and section.

The form is rather extensive, necessarily so, to capture all the plans related to a given course: discipline specific requirements, software and equipment needs, student support needs, accreditation issues, how often will the class meet, specific rooms or buildings needed, student success issues or equity issues. Proctored testing isn't on this form because it has been carved out as a separate thing and treated separately from scheduling and modality needs for a given course. The deadline for this form will be July 1st.

Dr. Butler said that certain labs have to be in certain lab-based rooms. For blended or in-person courses that do not need a specific room or resources, we may need to make some executive decisions to move those courses into different lecture rooms. We need to keep people away and not have every building on campus open if it doesn't need to be that way, to manage sanitization and cleaning. So we are asking faculty to work with your departments to reveal when there is flexibility in location.

Dr. Anderson said the form will also be used by Facilities to address the scheduling and locations like Dr. Butler just said. Another goal is for students to see, on the schedule, what classes are actually virtual. But once students are registered in the course, which they already are for AU20, these changes aren't possible without messing with student records. So, addressing the courses that need to be in-person this all, using this rubric (form) will help to communicate to the registered students as well. Dr. Simons said that the "terms" used like synchronous v. asynchronous are confusing to students. Dr. Anderson said they are working on a process to make these changes in order for it to be "seamless" with respect to the students' view on their schedule. Adele W. brought up how her program absolutely requires meeting in person for part of the course, do you need to know how the class will be split.

Dr. Butler said that for faculty thinking about co-req courses and other critical courses for programs, if they are not sure how to think about the intersection between the course and student support (like tutoring) they should reach out to department chairs. Administration can work with departments and faculty relative to facilities and other considerations. There is a whole host of ways the administration can address those challenges, so if faculty know there is a F2F need, let the College help. In short, faculty should be comfortable being proactive reaching out to Chairs to advocate for schedule changes.

Dr. Simons said we are using this summer as a pilot to figure out how to maintain the social distancing, managing the number of students, installing plexiglass and other safety measures; it's an enormous undertaking. "Together discussions" need to happen between chairs and faculty. We will know more how to manage this once the July 1st rubric deadline for courses is reached and they have all the needs on the table and then come up with a plan.

Dr. Butler said now, we need numbers, and we need to know what space is needed, and when (weeks 1-8 only, weeks 2+4+6, etc.). Also, if you need plexiglass or a material need like this, put that on the form as well. She gave a big shout-out to Physical Facilities for stockpiling these kinds of materials in this regard, so if you have these needs then put it on the form/rubric. They also have "portable" plexiglass barriers similar to a shower curtain. The course request rubric is so important because in addition to what we need from an HLC perspective in the future; she said, "God forbid we have an outbreak on our campus, here are all the things we did to minimize the spread" so it is already compiled and available to local and state health experts and officials.

Dr. Anderson said that they acknowledge the forms and all of this is hard, but going about this has to be a process and the input from faculty is critical.

Other questions from faculty included:

- **The use of Zoom as a remote platform:** Dr. Simons said the College is still addressing faculty's recommendations to use Zoom in certain classes. Michael Babb is reluctant about Zoom because of security and vulnerability issues, but this is "in the queue" and the College wants faculty to be comfortable with the tools you have.

- **What if a student tests positive:** Fauna S. asked about a student who tested positive and misses class and all. What do we need to do for the is student to be cleared to return to class? Dr. Butler said that right now this is self-reported but the guidelines about this is "murky." We will have a better idea very soon and be adding this to the info we are pushing out to students.

  - **What if faculty get sick and need to file for FMLA**: Dr. Butler said that the CSCC protocol right now is if someone is going to an industry-partner site, then we will follow their guidelines (if they are stricter) and if they are not as strict as CSCC protocol, then we follow the CSCC protocol. We do not have the information right now to know what FERPA complications exist

with respect to informing an industry partner about student or employee COVID-related illness.

Cathy thanked Drs. Butler, Simons, and Anderson for partnering with faculty and coming to our meeting today.

3) Other Business

Judy asked all the Co-Chairs to come up with what they think needs to be addressed or changed related to DEI issues in terms of their committees' charges.

Cathy thanked everyone for all of their extra work and meetings in these past weeks/months. Judy added it is reassuring to see that all of these committees addressing COVID and DEI right now appear to have adequate faculty representation on them. We should all expect and require a high degree of transparency in all of the decisions and recommendations that will be coming from all of these committees.

Meeting adjourned at 12:20 P.M.

Minutes recorded by Adam Keller, CSEA Vice President

Chatbox from meeting; *10:12 AM to meeting close. UNEDITED*

from Holly Finnegan to Everyone: 10:15 AM

in minnesota

from Heather Thompson-Gillis to Everyone: 10:15 AM

I think this letter is fantastic and should go to the Board. Thanks for all of your hard work, Amy and Nicole.

from Paul Graves to Everyone: 10:15 AM

Move on both. Board will have to give money to deal with the statue.

from ADAM KELLER to Everyone: 10:15 AM

Hi, I'm here, and taking minutes, but don't have much of a voice, it comes and goes apparently

from ADAM KELLER to Everyone: 10:16 AM

#5 we have put in faculty contract proposal to the college

from Dianne Fidelibus to Everyone: 10:16 AM

It seems that some of the Bond issue monies could cover 'grounds' to remove Christopher Columbus

from ADAM KELLER to Everyone: 10:17 AM

totally Dianne

from ADAM KELLER to Everyone: 10:17 AM

But, don't fret, it will come down for free in the nexxt Month I suspect, if the college doesn't take it down

from Jorie Schwartz (she, her, hers) to Everyone: 10:17 AM

#5 should this be an annual training for everyone

from Karen Muir to Everyone: 10:20 AM

Anti racist and decolonized curriculum and teaching. Perrhaps some workshops to assist by the faculty fellows?

from Karen Muir to Everyone: 10:20 AM

Like that Cathy!

from Cathy Ritterbusch to ADAM KELLER (privately):   10:21 AM

If you are having sound issues please put it in chat or text me and I'lll be sure to raise it

from Karen Muir to Everyone: 10:21 AM

Seems a shame that they killed off the Cultural Diversity course....

from Jorie Schwartz (she, her, hers) to Everyone: 10:22 AM

I like that Adam!

Edgar Velez suggested 2021 FIX focus on diversity and equity as well

Good idea Edgar :)

Great idea for FIX

Really awesome idea for FIX!

How do we get adjuncts involved? They don't often participate with in-service days.

Request the day for this year

(Inclusion Day)

A departmental workday that also allows epartmental intermingling.... (like maybe general discussion/sharing 1/2 day and departmental workday other half

ISC plans to meet soon to discuss ISC-sponsored FIX-like virtual events on diversity and equity.

put some pilots and project management in there and you're golden

from Karen Muir to Everyone: 10:31 AM

Should we look into incorporating something on diversity in COLS 1100 class?

from Tracy Koski to Everyone: 10:32 AM

Karen, we already have a collaboration and diversity unit in COLS 1101, but we could certainly revisit and work on additional development of that unit.

from ADAM KELLER to Everyone: 10:33 AM

This came up at the meeting witn DTH on Tuesday, Heather Johnston is already on it

from Holly Finnegan to Everyone: 10:33 AM

It is in C'OLS 1101, but needs to be strengthened.

from Tracy Koski to Everyone: 10:38 AM

Hi Jennifer, oh good. Thank you. I am so glad you sent me this info again. I will most definitely share your suggestion with ISC next time we meet.

from Paul Graves to Everyone: 10:39 AM

That's why we are here. We signed up for this.

from ADAM KELLER to Paul Graves (privately):   10:41 AM

 Exactly. WE have colleagues that have spent all day and night for weeks serving our colleagues and this campus, and we cannot meet for another meeting to ensure we have this vote as a matter of the minutes

from Patty Allen to Everyone: 10:42 AM

I agree a meeting

from Jennifer Nardone to Everyone: 10:42 AM

I only messaged Tracy - I suggested Asao B. Inoue who wrote Anti-Racist Assessment, as a potential FIX speaker. Good book, if anyone is interested.

from Fauna Stout to Everyone: 10:43 AM

what time

from Rachael Romain to Everyone: 10:44 AM

I have a review session scheduled with my class but maybe I can try to move it so that I can attend

from Jorie Schwartz (she, her, hers) to Everyone: 10:45 AM

Sorry, I may have accidentally sent out an invite when I added it to my calendar!

from Jeanette Ferguson to Everyone: 10:46 AM

Bravo!!!!!!

from Cathy Ritterbusch to Everyone: 10:47 AM

Welcome, Dr. Anderson!   WE are just wrapping up another discussion

from Fauna Stout to Everyone: 10:48 AM

Hello Jennifer

from rbutler17 to Everyone: 10:48 AM

Rebecca is here too

from Adele Wright to Everyone: 11:00 AM

Has any consideration been made for using some of the larger spaces on campus, such as the gym for some in person testing?

from Melissa Marmie to Everyone: 11:04 AM

Same issues in Accounting as what Adam just stated.

from Nicole Brandt to Everyone: 11:04 AM

We really need proctored testing that can be done at home. OSU is doing web cam monitoring (per my colleague) .

from Fauna Stout to Everyone: 11:08 AM

I am concerned as our test are approved by accreditation so they cannot be changed repeatedly. Once the test is used we must continue to use the same test

from Liz Hammond to Everyone: 11:09 AM

I have had students use ProctorU and their systems have not been shut down during the process. It has worked prior to Covid-19. College wide use of that system or similar would be great. Cost per test could maybe be taken in by the college.

from Cathy Ritterbusch to Everyone: 11:11 AM

Patty Allen is also on this group

from Fauna Stout to Everyone: 11:13 AM

When will administrative assistants be back into the buildings and when will mail, etc. start

from Rachael Romain to Everyone: 11:14 AM

What about the policy for employees. I have been to campus 4 times in the last 2.5 weeks and the number of employees wearing a facial covering has been minimal.

from Fauna Stout to Everyone: 11:15 AM

Since my students are in labs that normally require masks during some procedures, can we enforce it

from Judith to Everyone: 11:19 AM

What would a faculty member do in the immediate term in the classroom if a student refuses to wear a masK?

from Cathy Ritterbusch to Everyone: 11:20 AM

Oh gosh Jorie don't worry about it at ALL, glad you were on top of getting it on your calendar !

from Cathy Ritterbusch to Everyone: 11:21 AM

Oops that was private

from Liz Hammond to Everyone: 11:21 AM

To help with social distancing, are class sizes going to be reduced for those meeting in person?

from ADAM KELLER to Everyone: 11:21 AM

 Just want to reiterate a point from an earlier meeting: STudents tend to pass out in the lab (anatomy lab, chem lab) and we get 1 or 2 a semester, at least. With masks, the building temps need to be turned way down, like 62-65 F, to prevent more instnaces while students are wearing masks.

from Jeanette Ferguson to Everyone: 11:21 AM

Will decisions about the format for SP21 be done BEFORE the schedule for SP21 is created/posted? Can this be done BEFORE students register? Our ability to come up with a plan to safely teach in-person during AU20 was limited because we couldn't alter the schedule.

from Jorie Schwartz (she, her, hers) to Everyone: 11:22 AM

The mail room has been contacting deparments and has offered to scan mail and email it.

from Jeanette Ferguson to Everyone: 11:25 AM

Delay registration??

from Jeanette Ferguson to Everyone: 11:25 AM

Right now, students are registered for courses and they have no idea the format is changing. Some have heard of changes and are incredibly upset. Some may drop courses.

from Cathy Ritterbusch to Everyone: 11:26 AM

Time-wise-- We need to move into the discussion around the rubric, form for AU20

from ADAM KELLER to Everyone: 11:29 AM

excellent, thank you Kelly

from Fauna Stout to Everyone: 11:30 AM

Thank you as student perform venipuncture in my labs which often make a student become light-headed anyway.

from rbutler17 to Everyone: 11:30 AM

To Dr. Simons point....Facilities is very aware of the heat issue and is workng through solutions

from Cathy Ritterbusch to Everyone: 11:32 AM

Everyone--Rachael and Andrea will be there for AC

from Rachael Romain to Everyone: 11:33 AM

yep I'm here and will be there on Monday

from rbutler17 to Everyone: 11:33 AM

Our intel from K12 is that it is probable that each district will have a different approach to how they approach FY21.....so how we do CCP next year will be important

from Andrea to Everyone: 11:33 AM

I will be there too :)

Rachael Romani volunteered for this as well, thank you Rachael

I am willing to help regarding campus vists!

could you just set up a sharepoint spreadsheet, so approval is all in one place

Hannah is wonderful and very responsive

Can there be a link on the request to the health screening?

Michele Arnold is leading the process improvement and will work with Rachael and other faculty who have expressed interest and we will have this new, less cumbersome process buttoned up by the end of the month

I got it

all of these will be copy and pasted into a document for you after this meeting

thanks Adam :)

:)

from Adele Wright to Everyone: 11:38 AM

I already asked for a link to be added and it has! It is on the COVID 19 page on the cscc webpage

from Kelly Simons to Everyone: 11:38 AM

Thank you all

from Kelly Simons to Everyone: 11:39 AM

Thank you all

from ADAM KELLER to Cathy Ritterbusch (privately):   11:39 AM

So it really sounds like this automated digital workflow for visit requests would be a fabulous way to track recommednations mande by AC in general, tracking them and knowing where they are in the process? Sorta like what we were talking about at the last AC retreat?

from Adele Wright to Everyone: 11:39 AM

https://www.cscc.edu/about/coronavirus/employees.shtml

from Cathy Ritterbusch to Everyone: 11:40 AM

that sounds promising Adam, please note in minutes

from Jeanette Ferguson to Everyone: 11:44 AM

Will this be required for every course? Right now, we are being told that only ones wanting in-person meetings will have to fill out the form.

from Karen to Everyone: 11:44 AM

is there any thought to move away from the use of the terms synchromous and asynchrounous. It seems these are confusing to students

from rbutler17 to Everyone: 11:45   AM

to Karen's question......we are discussing with Ann, Jane and others 'student friendly' ways to communicate modalities

from Cathy Ritterbusch to Everyone: 11:45   AM

Karen, the distance learning leads and other are working on the language and they know it needs to be student friendly

from Jeanette Ferguson to Everyone: 11:46   AM

Are we allowed to switch courses to a web format if they currently are not designated as web?

from Karen to Everyone: 11:47   AM

I agree with Jeanette, changing asynchronous courses to web designations would help

from rbutler17 to Everyone: 11:50   AM

great cat, Jorie! :)

from Cathy Ritterbusch to Everyone: 11:50   AM

FYI we did send a document synthesizing all our questions and concerns, and revisions to Jennifer

from Cathy Ritterbusch to Everyone: 11:50   AM

(From earlier in the week)

from Cathy Ritterbusch to Everyone: 11:51   AM

These were the attachments to the Agenda, sorry if that wasn't clear

from Karen Muir to Everyone: 11:51   AM

perhaps a new designation for remote (due to covid)?

from Holly Finnegan to Everyone: 11:52 AM

Wouldn't it make more sense to disenroll the students who are already in, make the changes, and then add them back in? Or contact the all to say that they would have to re-enroll?

from Jeanette Ferguson to Everyone: 11:53 AM

Adjunct struggle with the tems as well.

from Holly Finnegan to Everyone: 11:53 AM

Thank you!

from Adele Wright to Everyone: 11:54 AM

Is there a way to indicate on the form if a class is going to be split. For distancing requirements, we have labs that will have to meet say half the students M and the other half W.

from Karen to Everyone: 11:54 AM

instead of a single term, could we use a simple sentence? such as will be taught as web; will be taught with minimal live meetings during the listed times; will meet regularly on-line at the given time

from Cathy Ritterbusch to Everyone: 11:56 AM

Faculty should be comfortable being proacive reaching out to Chairs to advocate for schedule changes

from Cathy Ritterbusch to Everyone: 12:01 PM

Student Mental Health recommendations?

from rbutler17 to Everyone: 12:01 PM

i can discuss briefly and would love feedback...today or later

from Fauna Stout to Everyone: 12:01 PM

Yes, thank you!

from ADAM KELLER to Cathy Ritterbusch (privately):   12:02 PM

back to Jennifer

from Jeanette Ferguson to Everyone: 12:02 PM

I think the form is fine with the adjustments discussed.

from Karen Muir to Everyone: 12:02 PM

i'm ok

from Jorie Schwartz (she, her, hers) to Everyone: 12:02 PM

Yes, I agree with Jeanette

from ADAM KELLER to Cathy Ritterbusch (privately):   12:02 PM

then go with it, we need to have it ready so we can meet the deadline

from Rachael Romain to Everyone: 12:02 PM

agree

from Nicole Brandt to Everyone: 12:03 PM

agree

from Jorie Schwartz (she, her, hers) to Everyone: 12:03 PM

Yes, thanks!

from Cathy Ritterbusch to Everyone: 12:04 PM

Is there an "other comments" section on the form to capture any unusual situations like this

from Cathy Ritterbusch to Everyone: 12:08 PM

Andrea, thank you and shout out to you and ALL respiratory therapists in the midst of this pandemic

from Kelly Simons to Everyone: 12:09 PM

I join

from Kelly Simons to Everyone: 12:09 PM

Cathy in sending you my thanks

from Andrea to Everyone: 12:11 PM

:)

from Cathy Ritterbusch to Everyone: 12:13 PM

No apologies these safety questions are THE top priority

from Andrea to Everyone: 12:15 PM

Thank you for answering these tough questions!

from rbutler17 to Everyone: 12:15 PM

Thank you for having us....please reach out with any questions or feedback

from Rachael Romain to Everyone: 12:15 PM

Thank you! This was incredibly informative!

from Jennifer Nardone to Everyone: 12:16 PM

thank you