



Council of Representatives Meeting

Adopted Minutes

October 22, 2020, 3-5 p.m.

Meeting in Zoom

Join URL: https://cccconfer.zoom.us/j/96785226507

Table with 3 columns and 8 rows listing various departments and their representatives. Columns include Fine Arts, Languages & Communications, Library/Learning Resources, Biological Sciences, Counseling, Kinesiology, Health Sciences & Athletics, Student Development & Success/ESL, Nursing/Allied Health, Performing Arts, Social Sciences, Business Education, DSPS, WEXP/PEDS/PDS, Student Life and Leadership, Applied Behavioral Sciences, Engineering & Technology, Mathematics, Physical Sciences, and English, Non-Voting Members.

1. Approval of agenda

Motion to approve agenda with addition of "Bylaws" added to item 6, made by D. Stakes. Seconded by H. Tucker. Motion approved unanimously.

2. Approval of minutes

Motion to approve the minutes with an explanation of why the EB endorsed Heidi Harmon for Mayor added to item 8, made by N. Steinmaus, seconded by S. Burnett. Motion approved unanimously.

3. COVID updates and issues (Baxley and Tucker)

The biggest update is about office buildings that are now open for faculty. Open buildings include 2300, 6200, 4200, 2400NC, 1300, 7100, 2700. There is also a list of bathrooms that are open. Only open bathrooms may be used and students may not be admitted into the buildings. If guidelines aren't followed the buildings will be closed again. Please contact your chair if you did not get an email about building use in your area.

Vocal and wind blowing instrument classes must have 25% of their students and staff

Covid tested weekly, so that everyone is effectively tested once a month. Athletes must be tested 48 hours before an event. Heather is trying to get this kind of testing available on campus.

4. Update on negotiations (Baxley and Tucker)

Regarding online office hours, the Current CBA says:

“5.1.2.1 Faculty teaching in the Distance Education (DE) or Hybrid modality may conduct regularly scheduled office hours on-line at a ratio of one (1) hour per three (3) units taught on-line or two (2) hours per week, whichever is greater. The on-line office hour environment must allow for regular and effective real-time communication between the instructor and the students.”

There is lack of clarity about what constitutes “real-time” communication. The negotiations team is proposing to clarify that at least 50% of any online office hour time be scheduled time when students can expect to interact with faculty instantaneously via conferencing or direct messaging apps. like Zoom or Pronto. Asynchronous time would include interaction with students on ungraded discussion boards and via email.

There was discussion about pursuing compensation for all faculty for additional work related to teaching online that has resulted from the Covid pandemic, as was successfully negotiated last spring. There is general support among the council members for this approach, rather than trying to seek reimbursement funds for things like upgrades to home internet access.

5. Revised Instructional Faculty Peer Eval Form, Dean Eval Form, and Student Eval Questions—see attachments (Hoffman)

After feedback from the Online Education committee, two unique questions were added to the student evaluation form for asynchronous courses. The Council then modified and approved the following additions:

“My instructor sent a welcome message (email or announcement) with important information to help me get started.”

“My instructor responds to my messages or emails in a time frame consistent with the syllabus.”

**Motion** to approve the above revisions made by M. Davis, seconded by R. Schwennicke. Motion approved unanimously.

6. Updates to the Constitution and Bylaws (Stakes)

Updates included clarifying that the Grievance Officer is an EB member, and that the chief negotiator and president can sign MOUs without approval from the EB. All language pertaining to mandatory fees for non-union members was removed so that we are in compliance with the Supreme Court (Janus) decision. A revision to shorten the length of the contract ratification timeline was also included.

There was a request that Council members have a chance to share these proposed revisions with divisions prior to approving them to put before the membership for a vote. Debra will email the draft language to the COR to share with the divisions.

7. Replacement of Secretary and Chair of Communications (Hoffman and Stakes)  
Julie will be retiring in December, so the council will need to appoint a new Secretary and Communications chair.
8. Bookstore and Spring Semester ordering issues (Schicker and Tucker)  
Heather indicated that there has been a meeting with Justino, the bookstore manager. We are hoping to see some improvements.

Math would like to be able to let students know when a resource was recommended by the instructor as opposed to the bookstore. Instructors that have this specific concern can email Justino directly and also c.c. Heather so she can make sure there is follow up.

Biology is still having problems getting publishers and the bookstore to coordinate prices on materials.

Heather noted that the bookstore cannot get rid of the corporate BNN tutoring recommendation.

9. Assembling helpful information and list of acronyms to assist new members of the CoR (Harvey)  
Marcia is asking that COR members send her information that would help inform new council members about how the union functions. Some examples of information she would like are: a list of commonly used acronyms, a short summary of how proposals are passed, a summary of the different roles of the EB and the COR, and how the Union interacts with the Senate.

10. Division concerns?

Math would like some formal clarification about how evaluations are to be conducted for asynchronous classes. Specifically, how much time do evaluators spend in the course shell? What should they have access to? We would like to have the guidelines that were sent out by the Instructional Designer reviewed by the Union for consistency with the contract. Another issue is lack of consistency on the messaging to students to encourage them to complete evaluations on their instructor.

11. COPE--(Stakes)

Make sure you vote! Please vote for Mary S. to return her to the BOT.

12. Part-time faculty update (Steinmaus)

No formal report.

13. Treasurer update (Lobo)

The CCFT Treasury balance is \$183,552 The COPE balance is \$1,708.50. We have filed our tax forms.

14. Grievance update (Patchell)

A student got a call from someone asking personal questions that were inappropriate. The student asked if the person was a particular instructor and the caller answered in the affirmative. This launched an investigation into the instructor but the faculty member claims they did not make the call. The caller was most likely not the instructor in question but the District must investigate the incident.

Next CoR meeting dates: November 19? and December 3?

The All member meeting will be on December 3.