



Council of Representatives Meeting

Adopted Minutes

May 14, 2020, 3-5 p.m.

Meeting in Zoom

Join URL: https://cccconfer.zoom.us/j/97656692478

Table with 3 columns and 8 rows listing various departments and their representatives.

- 1. Approval of agenda
Motion to approve the agenda made by T. Rector, seconded by M. Davis. Motion approved unanimously.
2. Approval of minutes
Motion to approve the minutes of 4/24/2020 made by D. Stakes, seconded by G. Baxley. Motion approved unanimously.
3. COVID-19 (Baxley and Stakes)
Faculty plans and preparation for Fall semester—PPE, thermometers, and social distancing
Debra Stakes sent an email to the membership from the Executive Board about what may be coming for the fall semester, but it is a moving target.

The EB is advocating to get the schedule modified so students know that face to

face courses may be changed to on-line courses. Also, on-line courses may or may not hold synchronous on-line meetings based on the originally scheduled meeting times.

A Senate/CCFT task force might be a way to handle concerns around making safe face to face environments.

Faculty must require students to complete final exams during final exam week.

- **DE training and certification options and timeline**  
Senate will be approving these at the next meeting. This process is a LOCAL requirement. There will be 12 week , 6 week, and fast track options for training. The proposed deadline is December 2020 for instructors to get DE certification. To get compensated you need to get official approval from your Dean, but there should be no issue as long as you are signing up for a course offered through Cuesta.

Part-timers can get paid for training in the summer even if they aren't loaded in the summer. If a part-timer also receives unemployment in the summer, that amount COULD BE reduced if they then also receive compensation for training. They should check with the unemployment office.

We haven't clarified what training may be required for instructors who were grandfathered in as DE certified prior to fall 2016.

If any faculty has questions or concerns about compensation for DE training, they can contact Greg or Debra.

- **What else can CCFT do to support faculty?**  
**Request** that Greg talk to Jason about making the following distinction to faculty: Those who have had their class changed to DE in the course schedule must meet the minimum standards indicated in the Senate Document. Those who still have their classes listed as face to face do not have to meet these standards even if face to face meetings are suspended. This is the distinction between a DE course and a course that must transition to remote learning due to the Pandemic emergency.
- **Coronavirus and the State budget crunch**  
Jill sent out a long email about the May revise. It shows up to 10% budget cuts. CFT has released a statement to the Governor. There will be a lot of conversation to try and preserve as much of the CCC budget as possible because we usually get more students in an economic downturn. We might end up on basic aid as a district. We are not very dependent on state funding.

We are not scheduled to re-open the contract this year, so the district can't request cuts to salaries. Lay-offs are always up to the District. Part-time faculty are the most vulnerable to enrollment reduction.

#### 4. MOUs in the pipeline (Baxley and Stakes)

There is an MOU about DE training and faculty evaluations for next year.

#### 5. Revised Student/Peer Evaluations Questions (please see attachment) (Hoffman)

After previously presenting the proposed alignment of student and peer evaluation questions to the Academic Senate, a new joint Union/Senate task force (Matt Fleming, Erich Tucker, Fionnuala Butler, and Julie Hoffman) met to resolve the following issues discussed at the Senate meeting:

- remove the “double barrel” effect from some of the questions,
- change the language to reflect a more basic reading level,
- streamline the number of questions, and
- add student reflection questions. This addition is based on research that shows students give a more objective response to questions about their instructor and the course if they first engage in self-reflection questions.

The new questions that would appear on the student evaluation form are attached. Except for the student reflection questions, they will be mirrored in Section I of the peer evaluation form. Questions on the peer form that do not correlate with questions on the student form will be put at the end of the list or moved to another section of the evaluation form if appropriate. The questions will be adapted for the DE modality.

Written feedback Alex Kahane and Lara Baxely was discussed and incorporated.

**Motion** to approve the (revised) Student Evaluation questions made by J. Hoffman, seconded by B. Allen. Motion approved unanimously.[revised questions are attached to these minutes].

6. Use OPA vote to ratify Contract improvements

7. Draft of AP 5530 Student Complaints (Finger)

Recommendations from the attorney were incorporated. He supported idea that interaction with instructor or chair should not get documented in any way. Documentation should start at the dean level. If resolution at the dean level fails, then the next step would be to have a committee review the complaint. The attorney did not like the idea of having a face to face hearing where it feels like a trial. The committee should strictly review written documents supplied by instructor and student. We could have a committee make decisions and then have VPAA inform student or the committee could be advisory to the VP. If the committee is not advisory then it has to have an odd number.

Council members indicated they liked having student members and the VP advisory on the committee.

8. Division concerns?

The Math division had a concern about tenure track faculty being evaluated in the fall if they are scheduled to teach face to face and then cannot do so due to the Pandemic. It was shared that the ramifications of putting off evaluations is being addressed right now and there will be more communication regarding that.

The Math division also had concerns about academic integrity when tests can't be proctored face to face. The division thinks the District can accommodate this using CARES dollars.

Some faculty are having trouble with bandwidth at home. For better speed you may need to buy a better router. The classified employees are getting compensated at \$30.00 per month to compensate them for internet requirements. Can CCFT negotiate something

similar? Also, some faculty need equipment like white boards, web cams, and laptops.

The Library faculty would like clarification on safety guidelines for public spaces. Right now, students are not wearing masks even though they are supposed to. How are faculty supposed to enforce these and other rules? Greg says he will get somebody on the Covid-19 Task Force to address the issues about the open spaces.

9. Part-time faculty update (Steinmaus)

An article regarding the workshops we held for the loan forgiveness program was in the AFT newsletter. The workshops was also a vehicle for getting new CCFT members.

Part-time faculty budget items were taken out of the state legislation pipeline.

10. Treasurer update (Lobo)

We still owe for reassigned time – about 40K. After today's meeting the PT COR members can be paid.

11. Grievance update (Patchell) no update.

## **COR Approved Student Evaluation Questions – 5/14/2020**

### Proposed Student Reflection Questions – Face to Face

1. I attend class regularly.
2. If I miss class, I follow up with my instructor.
3. I keep up with assignments.
4. I communicate with my instructor when I have questions.

### Revised Student Evaluation Questions – Face to Face

Proposal to revise section I of the peer form to mirror questions 1-11.

1. The Syllabus clearly explains what is expected of me in this class.
2. The goals of class sessions are clear.
3. My instructor makes good use of class time.
4. My instructor promotes a positive learning environment.
5. My instructor explains the subject matter well.
6. My instructor assigns coursework that helps me understand the course material.
7. My instructor provides helpful feedback on my work.
8. My instructor makes my grades and other assessments of my progress in the course readily accessible.
9. Tests, papers, projects, and other assessments accurately reflect course content.
10. This course encourages me to think-deeply about the subject matter presented.
11. I am treated with respect by my instructor.
12. In what ways does your instructor teach effectively?
13. Is there anything the instructor could do to improve how the subject matter is taught?