



Council of Representatives Meeting

Adopted Minutes

April 23, 2020, 3-5 p.m.

Meeting in Zoom

Join URL: https://cccconfer.zoom.us/j/94191040406

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 the agenda made by D. Stakes, seconded by M. Davis. Motion approved unanimously.
2. Approval of minutes Nancy. Motion to approve the 2/27/2020 minutes with edits made by R. Finger, seconded by N. Steinmuas. Motion approved unanimously.
3. COVID-19 updates--(Baxley, Stakes, and Hoffman)
- Fall semester courses and potential disruptions to face-to-face offerings
- Fall DE courses will need meet the following standards: ADA compliance, regular and effective student to teacher and student to student contact.
- Potential of cancelled classes in the Fall haven't heard about fall.
- Streamlined DE
- Certification standards are in negotiations now. There are problems with not enough training being available because all the classes being offered through Cuesta are full this summer.
- Questions on Cuesta and COVID-19?
- Grades won't be due until June 4 at noon. The allowance of labs to meet this

summer could change based on developments due to Covid-19.

4. Negotiations update (Baxley)

CCFT and the District have signed a series of MOUs. They pertain to:

- extending the date when grades need to be submitted to June 4th
- cap on large lecture loading for part-time faculty so they don't go over 67%.
- Article 3 agreement
- protection for counselors similar to that given to faculty so they are not forced to perform their job functions in a DE format without agreement (this doesn't cover the current emergency situation with Covid-19).
- revision to the division chair selection process
- revision to the cluster coordinator selection process to mirror changes made in the division chair process.

It was discussed to get an MOU to protect a cluster coordinator position of the person is teaching fully on-line since currently that position requires that the coordinator teaches 50% face to face on NCC.

We need to have an MOU for librarians to protect them from having to teach on-line without their agreement.

5. DE Addendum (Stakes)

The language provided is generic. Clarification needs to be made about what the minimum requirements are for courses offered on-line. Each discipline has unique challenges.

6. Drafting AP 5530 Student Complaints (Finger)

7. Report on AP (used to be called Student Grievances).

This AP does not deal with grade complaints or discrimination complaints. There are other procedures for that. Faculty concerns about the proposed Student Complaint process.

The proposed process at the informal stage allows the student to by-pass the instructor and go right to the chair, and then to student services. This in effect makes the process formal rather than informal.

Another problem with the proposed process is that again at the informal level students would fill out a form that goes to student services. Again, this makes the process in effect formal rather than informal.

To process also alluded to having the chair email student services when they meet with students about a complaint. Any paper trail in effect changes the process from informal to formal.

The AP also proposes that if the issue escalates, the student can appeal the VPAA's decision to a committee. **The Council is requested to get feedback from faculty on the composition of this committee.** Possible options include having students as voting or non-voting members; having the VPAA be voting or non-voting; or having the committee itself be advisory to the VPAA.

8. Part-time faculty update (Steinmaus)

Nancy has sent out emails to part-time faculty about workshops offered by AFT regarding unemployment compensation and student loan forgiveness.

Part-time faculty want to know if getting paid for DE training this summer would disqualify them for unemployment.

9. Treasurer update (Lobo)

Q3 budget update will wait until next time. When we compare what we budgeted to what we spent, we are doing well. The current balances are: General fund: \$205,960; COPE \$5,510 of which \$3,215 is strictly for BOT elections. CCFT has donated \$10,000 to the Foundation to help students in need as a result of Covid-19. We also received more money from CFT/AFT legal defense fund. We have decreased consultation fees from the CCFT attorney. We are still waiting for last year's release time bill from the District, which will be between 40K and 50K.

10. Grievance update (Patchell)

Tom want to remind everyone that you can't force students to have meetings face to face even if they are willing when we have mandatory stay at home orders **unless** you have your Dean's approval. There has been no progress on any prior grievances during this time. There were some incidents in ZOOM rooms that have been resolved informally.

11. Division concerns?

There was concern that deans are creating new classes in the DE format but not in the face to face format. A lot of faculty and students want to get back to teaching face to face. There is concern about the skills students will miss if certain classes must be fully on-line. Faculty want to know if there will be compensation for additional work required for the transition. There is concern about having enough resources to keep classrooms safe when teaching face to face.

It was confirmed that faculty now have the option to be fully on-line in the fall. The courses offered however must meet minimum requirements for ADA compliance, student to instructor, and student to student interaction.

If a face to face class must transition to DE after the semester starts, faculty may not alter the curriculum. They will have to find new ways to offer content as was done in the Spring.

For courses that should not be taught on-line unless an emergency occurs, faculty should designate the course as FOMA on the DE addendum form.

12. State Legislative Report (Stakes)

BOG advocacy group is meeting to try to get more money for community colleges.

It was asserted that Community Colleges are going to drive the economic recovery. The Chancellor did not mention new funding formula at all. The group is asking for more funding to support transition to teaching on-line.

The Governor's May revise won't be accurate because taxes won't be reported until July.

Everyone hopes that the recovery will take only two years. Students say four years have great resources that community colleges do not, like Laptops, scholarships, hot spots and food (Library division chair has been advocating with IT for hot spots. They need CCFT's support. Chrome book loans to students has also been helpful, but these have been very limited).

The District will get about 1.7 million in CARES funds to help students, but none of this money can go toward helping undocumented students. The college will need to identify other funds to help these students.