



Council of Representatives Meeting
Adopted Minutes

February 25, 2021, 3-5 p.m.
Meeting in Zoom

Table with 3 columns and 6 rows listing various departments and their representatives, such as Applied Behavioral Sciences, Biological Sciences, Business Education, Engineering & Technology, English, Fine Arts, Kinesiology, Health Sciences & Athletics, Languages & Communications, Library/Learning Resources, Mathematics, Nursing/Allied Health, Performing Arts, Physical Sciences, Social Sciences, Student Development & Success, Student Services and Support, and Workforce Development.

1. Approval of agenda

Motion to modify agenda by adding discussion of fall '21 schedule made by Tom, 2nd by Roland, approved unanimously.

Motion to approve agenda made by Matthew, 2nd by Tony, approved unanimously.

2. Approval of minutes

Motion to approve 11/19/20 CoR minutes made by Roland, 2nd by Matthew, approved by all with one abstention.

3. AP/BP 3725 - Information and Communication Technology and Instructional Material Accessibility and Acceptable Use (C. Wilshusen and Lana Rauch)

Background:

Administrative Procedure and Board Policy 3725 outline the policy and general processes by which the college will ensure accessibility to instructional materials and information/communication technologies for individuals with disabilities.

Supporting Documents:

BP 3725 Draft

AP 3725 Draft

CC League Template for BP 3725

CC League Template for AP 3725

Information Technology and Instructional Material Accessibility Standard

- Accessibility taskforce formed in 2018 to create a BP and AP that would outline an accessibility standard to guide us in creating all college documents for staff and to be used in instruction.

- It's the law that all documents are accessible regardless of disability. The taskforce used the CC League Template. The documents are making their way through the governance process. They have been viewed by Policies and Procedures Task Force, College Council, and Academic Senate. In the first read there were questions about accessibility of live Zoom meetings, and the recent concerns came up during the 2<sup>nd</sup> read.
- The following concerns were discussed:
  - Once the AP is approved, that's the standard that we are held to. The document suggests mandatory training. The workload related to accessibility is being put on each individual faculty member. The AP is asking faculty to perform duties outside of their realm.
  - Making material accessible is more difficult in areas such as Science and Art because of the long captions for graphics and images. The district should consider hiring discipline specific experts to help make material accessible.
  - It's federal law that institutions have to supply equal access. The document should state that it's the institution's responsibility. It would help with a consistent approach.
  - When the issue came up in summit, Dr. Stearns' response was for faculty to make courses as assessible as possible, and if a student is having issues, contact DSPS to provide extra support.
  - Faculty requested a checklist for what needs to be included while making instructional videos.
  - This ties into the faculty evaluation process. District and staff aren't evaluated on this.
- Cynthia clarified purpose of standard is to show how relevant it is, the work involved, and how the district can support faculty. We can adapt current documents to include hiring media specialists.
- Lana clarified that long captions are not needed, and the document can be revised to specify what we need to do and get more support from District such as help with tools and staffing.
- They are gathering feedback and will bring taskforce back together to rewrite document so that it can go back to Senate.
- Cynthia recommended putting a disclaimer on syllabus and website to the student stating that we have done our best towards ADA compliance and are willing to make accommodations.
- The taskforce is open for more members, and Lana and Cynthia invite more feedback in reworking documents.

#### 4. COVID Updates (Baxley and Tucker)

- The information regarding vaccine availability has been changing rapidly, so it's difficult to plan.
- CCFT has a list of items asking District to respond to about returning to classroom (e.g., distancing, directional signage.)
- We have to abide by county and state regulations. If there are distance requirements in fall those will be set by county.
- Greg and Heather have set up extra COVID planning meetings with Jill and Jason to get information to inform fall schedule.

#### Faculty course selection/mode of delivery (added topic)

- Faculty request more clarity about a safe reopening plan. Several classes are scheduled F2F on campus in fall, and faculty want more guidance and direction from District.
- Class caps won't change significantly for fall.
- Some ideas discuss included:
  - Teaching in larger classrooms

- Hy-flex model: 50% of class attends one session, and the other 50% another session, with supplemental remote lessons and assignments. This increases workload significantly for faculty.
- Communication devices could allow you to broadcast lectures to another room.
- There is concern about confusing students. Messaging to students occurs closer to when fall schedule is made public, beginning of April.
- The current message from the District is to plan if you want to be F2F, # of students in your class space will not be same as normal because of county restrictions. Division Chairs need to coordinate with faculty about how to blend creative ideas of faculty.

5. COVID—Ventilation and windows that open? Emergency DE Certification and Fall 2021 (L. Schicker)

- The Return to Classroom Taskforce presented several items to VPAA and President to answer. One includes what to do about ventilation in classrooms.
- Emergency DE Certification will not expire until COVID is over. This was recorded in the September Senate Minutes.
- This is the general language for all of the emergency certifications: *Upon completion of course activities participants will earn temporary online teaching certificate for fully online or hybrid courses for one academic year or until the end of required online teaching due the emergency.*

6. Negotiations Update (Tucker)

- CCFT had five proposals sent to District
  1. Office Hours – completed and posted on website.
  2. Faculty and student evaluation revisions were given to District.
  3. Fringe benefit increase (single/couple/family)- district countered, and it will be discussed in negotiations 2/26. This includes an increase from 50 to 60% for PT faculty.
  4. Off cycle one-time compensation and likely District will accept what was initially proposed. The COVID relief stipend is significant and more than at other colleges.
  5. NCC Coordinator- change to description, job duties, selection process will be discussed in negotiations 2/26.
- May have Tentative Agreements (TAs) soon and then information can be released. All TAs need to be ratified by CCFT members.
- The Service Faculty issue in Article 5 will also be discussed.
- A retiree benefit narrow in scope will be discussed in the future. District has not countered but is reviewing it.

Changes to Constitution and By-Laws (Baxley)

The documents were edited to be more inclusive and consistent. The scope of the organization seems to outstrip the interest and capacity of membership. Bylaws call for many committees that haven't been active for a while. We can amend Bylaws by voting as a CoR.

[By-Laws Marked](#), [By-Laws Unmarked](#), [Constitution Marked](#), and [Constitution Unmarked](#)

Greg suggests an off-schedule CoR meeting in two weeks to talk about Constitution and Bylaws to give more time to read them get feedback.

7. Division concerns?

COVID testing for students is available now on campus but is not required.

#### 8. Part-Time Faculty Update (Steinmaus)

Service Faculty were concerned about the District proposal regarding hours and how they are loaded. They thought it may lower pay for PT faculty in Counseling. District has clarified that it's not their intent.

#### 9. Treasurer Mid-Year Report (Lobo)

Treasury balance: \$222,511, COPE balance: \$2,270, of which, \$280 is specified for Board of Trustees elections.

Mid-year spending report. Overall income 120,721, expenditures 94,723 (lower than expected because no travel, low legal fees). We are doing well with finances.

#### 10. Grievance Update (Patchell)

One investigation is almost completed.

There were allegations that faculty member grabbed a student. The complaint is not of sexual harassment nature.

Meeting adjourned 5:02pm

Next CoR Meeting: ~~March 25~~ March 11