



College Governance Council

Minutes of September 23, 2020

3PM – 4PM, Via Zoom

1) Call to Order	The regular meeting of the College Governance Council was called to order at 3:00 p.m. The meeting was chaired by Dr. David Williams. Due to the CoVID-19 pandemic, the meeting was held virtually via Zoom.
Roll Call	<p><u>Present:</u> LaNae Jaimez, Ph.D. (Academic Senate President), Erin Farmer (SCFA President), Michael Wyly (Guided Pathways Coordinator), Jeff Lehfeldt (Local 39), Irene Camins (Local 39), Kevin Anderson, J.D. (Minority Coalition President), Shirley Lewis, J.D. (Minority Coalition, Interim Dean of Academic Support Services),</p> <p>Claire Gover (Recorder)</p> <p><u>Advisory Members:</u> Robert Diamond (VP Finance & Administration), David Williams, Ph.D. (VP Academic Affairs), Shannon Cooper, Psy.D (VP Student Services)</p> <p><u>Absent:</u> Alysa Borelli (Dean, Enrollment Services), Danielle Gonzales (CSEA), John Siefert (CSEA President), Sal Abbate (HR Manager), Celia Esposito-Noy, Ed.D. (Chair, Superintendent-President)</p> <p><u>Vacant:</u> Student Representatives</p>
a) Approval of Agenda	I. Camins made a motion to approve the agenda; E. Farmer seconded the motion. The motion passed.
b) Approval of Minutes	K. Anderson made a motion to approve the minutes of September 9, 2020; L. Jaimez seconded the motion. The motion passed.
c) Public Comments	There were no comments from the public.
2) Academic Affairs David Williams, Ph.D.	There are a few more DE Trainings offered. Any FT or Adjunct faculty who have not taken both courses should sign up.
a) Distance Education Training Updates	Faculty who have completed the two courses during the summer and submitted a shell will be eligible to teach online in Spring 2021. Once their shell is submitted, they will be assigned a mentor who will work with them to complete the OEI rubric by the end of Spring 2021 term (Note: subsequent to this meeting, the requirement to complete and submit the OEI rubric has been suspended by agreement with the faculty association). There is no guarantee that we will be face-to-face in Summer or Fall so we need to be prepared for online.

- Once DE addendum is approved (passes DE and Curriculum Review), it will be entered as an option into course outline of record. The DE addendum will include clause for courses that are to be offered online only in the case of an emergency. Courses approved for Hybrid will be also be entered in course outline of record. This does not mean course will be taught online or hybrid. This gives us ability to offer the course in different modalities.
- b) Enrollment and Efficiency
David Williams, Ph.D.
- VP Williams shared data which showed our efficiency rate of 431 is an improvement over Fall 2019 (rate was 388). This does not include late start or positive attendance courses. Census was about the same, but the students are enrolled in more courses.
- The target efficiency rate is 525 with a target class size of 30 balanced across the schedule. In preparation for a potential reduction in budget, our goal is to reduce CRNs while increasing or keeping enrollment the same which will result increased class efficiency.
- c) Spring 20201 Online
David Williams, Ph.D.
- Essential workforce sector programs have permission by the state to continue teaching a portion of their class in-person. We have established protocols for being on campus which must be diligently followed. Though some employees have reported a symptom, the District is not aware of any positive CoVID cases among our students or employees.
- d) IEPI Grant: CCAP / Inmate Education
David Williams, Ph.D.
- VP Williams reported that the college received a grant through the IEPI for \$200,000 in funding for CCAP agreements with our high school partners and for inmate education. A job description for an assistant dean position to oversee these programs is being developed. It will be a year-long position, while the District looks at possible institutionalization of position. The grant funds will also be used to hire a clerical staff to support the assistant dean.
- 3) CoVID Protocols / Face-to-face Instruction
David Williams, Ph.D.
- Employees coming to campus must get HR approval and follow safe practices. Students meeting for face-to-face instruction will have their temperature checked daily before entering the classroom and are required to complete a screening questionnaire. Per Solano County protocol, students who do not pass the screening will be sent home to isolate and seek CoVID testing. If a student reports a positive test result, class may be canceled and/or instructor may need to self-quarantine for 14-days. This is a complex matter and we are being very cautious and following the local mandates.
- We must first show that employees and students can adhere to the safe practice guidelines, before we allow more courses to meet face-to-face.
- 4) Minority Coalition Report of Meeting with Administration
Kevin Anderson J.D.
- The Minority Coalition, Administration and other interested parties met to discuss concerns about the need to be more reflective of our student demographics and our lack of minority representation in leadership and faculty. K Anderson reported back. The Coalition was interested in how the college plans to address recently vacated positions that had been held by African Americans. From the meeting two main areas were identified for further discussion: 1) the on-boarding of minority employees (especially faculty) and

pairing them with mentors and 2) encouraging the involvement of minority faculty in the Academic Senate and other committee. The college can look at how to better implement policies that exist such as those in our [EEO Plan 2017-20](#) and Academic Senate Handbook. Student Services is working to revitalize the teaching apprentice program. The Student Equity and Success Council, Senate subcommittee will coordinate with Minority Coalition on diversity celebrations and guest speakers.

5) Adjournment

L. Jaimez made a motion to adjourn meeting; K. Anderson seconded the motion. The motion passed. Meeting adjourned at 4:05 p.m.

2020-2021 CGC Meetings:

<u>Fall 2020 Semester</u>		<u>Spring 2021 Semester</u>	
	Oct 14, 2020		Mar 10, 2021
Aug 26, 2020	Oct 28, 2020	Jan 27, 2021	Mar 24, 2021
Sept 9, 2020	Nov TBD	Feb 10, 2021	Apr 14, 2021
Sept 23, 2020	Dec 9, 2020	Feb 24, 2021	Apr 28, 2021
			May 12, 2021