

Adjunct (1 Year)

- Karl Striepe
 Alt: Mayra Ochoa

Behavioral & Social Sciences

- Stacey Allen
 John Baranski
 Renee Galbavy
 Hong Herrera Thomas
 Michael Wynne

Business

- Kurt Hull
 Phillip Lau
 Josh Troesh

Counseling

- Seranda Bray
 Anna Brochet
 Rocio Diaz

Library Learning Resources

- Analu Josephides
 Mary McMillan
 Claudia Striepe

Fine Arts

- Ali Ahmadpour
 Jonathan Bryant
 Joe Hardesty
 Russell McMillin
 Darilyn Rowan

Health Sciences & Athletics

- Andrew Alvillar
 Traci Granger
 Yuko Kawasaki
 Tiffanie Lau
 Colleen McFaul

Humanities

- Kevin Degnan
 Sean Donnell
 Brent Isaacs
 Elayne Kelley
 Pete Marcoux
 Anna Mavromati

Industry & Technology

- Charlene Brewer-Smith
 Ross Durand
 Dylan Meek
 Renee Newell
 Jack Selph

Mathematical Sciences

- Dominic Fanelli
 Lars Kjeseth
 Le Gui
 Ronald Martinez
 Oscar Villareal

Natural Sciences

- Mia Dobbs
 Shimonee Kadakia
 Darcie McClelland
 Sanda Oswald
 Shanna Potter
 Anne Valle

Academic Affairs

- Jean Shankweiler

Student Services

- Ross Miyashiro

Associated Students Organization

- Jennifer Lopez
 Izack Saucedo, ASO Representative

President/Superintendent

- Dena Maloney

ECC Federation

- Carolee Vakil-Jessop
 Kelsey Iino

Curriculum Chair

- Janet Young

Institutional Research

- Joshua Rosales

Dean's Reps/Guests/Other Officers:

- David Gonzales, ITEC
 Sharilyn Thomas, Student Services
 Stephanie Burnham, Humanities

Excused: S. Bray

ACADEMIC SENATE MINUTES

April 21, 2020

Unless noted otherwise, all page numbers refer to the packet used during the meeting, not the current packet you are reading now.

A. CALL TO ORDER

Senate President Darcie McClelland called the fifth Academic Senate meeting of the spring 2020 semester to order on April 21st at 12:32 p.m.

B. APPROVAL OF MINUTES (p. 6-18)

D. McClelland: See pgs. 6-18 of the packet for minutes from April 7th meeting. P. Marcoux motioned, R. McMillin seconded. J. Escalante Troesh abstained.

Minutes were approved as presented.

Dean's Representative: David Gonzales, Industry and Technology Division

D. McClelland: Our deans rep for today is David Gonzales from Industry and Technology. Thank you for being here today.

D. Gonzales: I've been in the this position since January 2018. Prior to that, I was at Long Beach City College. Most of my career is in the private sector, most of that in advanced manufacturing. Really pleased to be here and to be part of the team.

C. OFFICER REPORTS

a. President – Darcie McClelland

D. McClelland:

- Board approved P/NP procedure per our resolution at April meeting, more info for students coming soon
 - Video is in the process
 - Form and video will be coming out in an email very soon
 - Please keep in mind that students need to be mindful of consequences for transfer and professional/graduate programs later on
 - Don't have to meet with a counselor, but strongly recommended
 - Question from A. Ahmadpour: P is considered C or higher? DM: Yes.
- Accepted invitation to represent Senate at Federation E-board meetings
 - You are strongly encouraged to attend
- Noncredit liaison position for fall 2020
 - It would be similar to liaison position for online and digital education right now
 - Noncredit workgroup is going to come up with recommendation and will be presented later this semester
- CARES Act funding coming, \$11 mil, half directly to students
 - Will be distributed through financial aid office
 - College is in process of figuring out exactly how that's going to be distributed, what it's going to be used for, etc.

- Because it is federal money, undocumented students not eligible to receive these grants, so we will look at state grants to fill this gap
- Q from A. Ahmadpour: Are they getting any recommendation on the portion that they are going to use for students?
 - DM: Half a million will go directly to students
 - AA: Can chromebooks be purchased with this money for students who are unable to participate in on line education? DM: This is one of the intentions for this money. We can't exactly mandate how student spends it, but it would be intended for students who don't have a computer to pay for a computer, who need internet access or upgrade their internet; money is intended for educational related expenses.
- Question from K. Degnan: How will money be distributed?
 - DM: Through Financial Aid, through I think a grant. Dr. Shankweiler, do you know how that money is going to be distributed specifically?
 - J. Shankweiler: They are still figuring it out. One thing that has been suggested is that it'd be put on their card. Cannot go to dreamers because it is federal funding.
 - DM: Still working on specific details but will be through financial aid
- Question from L. Kjeseth: Back to the P/NP procedure. Will faculty need to handle this or will we give letter grades and the registrar will handle the P/NP part or will faculty have to manage both?
 - DM: The intention is that it is going to be handled through Admissions and Records. I don't know that a final decision has been made yet about whether the faculty will put in letter grade and A&R will go back and change it.
 - Will have more information as this is finalized. Hopefully by next Senate meeting will have more info. It is handled by A & R, so hopefully shouldn't be more work for faculty
- College council approved a mirroring resolution to the one we passed in Senate about Faculty Diversification Resolution, will go to BoT for approval in May
- ASCCC elections will be held over the next 3 weeks, plenary canceled
 - 3 separate cycles, I am voting delegate from our college

b. Chair, Curriculum – Janet Young

J. Young:

- Continuing with curriculum review
- Developing DE addenda with Divisions to meet Chancellor's Office directives
- Working with Dr. Shankweiler to complete required reports
- Entering courses in Curriculum in preparation for fall
- Our next meeting is a week from today on April 23rd at 2:30pm via Zoom

c. VP Educational Policies – Darcie McClelland

D. McClelland: I will yield ed policies time now to policies that will come up later.

d. VP Faculty Development – Stacey Allen

S. Allen: no report.

e. VP Finance – Josh Troesh

J. Troesh:

- March & April meetings cancelled for PBC because Fiscal Services is still transitioning
 - Special meeting called for April 30th – will have more on exactly what is going on with us and where we are going.
- Federal funding available to colleges. As this progresses, we may see federal funding coming in, not just to colleges, but to all impacted areas
- Impacts of pandemic – want to address a few things and provide some context and we can have bigger discussion later if necessary
 - This is what is known as Black Swan event in economics – Black Swan events means it doesn't have historical precedence so impact is unknown
 - Potential long term economic impact - would have impact on CA budget
 - A lot of CA budget comes from investment income and other income from higher income individuals
 - “This time is different” often used to scare people. Reality is that every time is different
 - Always begins differently, and always ends the same and that is that humanity doesn't dissolve into chaos and zombie collapse
 - Substantial permanent changes to economy
 - E.g., just like us, many people are now working from home, and that may make companies more comfortable and employees more comfortable working from home. There might be substantial change in how people do work
- LA Economic Development Corporation
 - Educational services and public administration in lowest risk category for job loss – should give some comfort
- If struggling financially:
 - Personal finances: pro-bono financial planning
 - Resource: XYPlanningNetwork.com

DM: Any questions or comments for Josh?

- A. Ahmadpour: Question about 11 million dollars being received. What Josh is saying is going to happen, maybe worse than this. I recommend to our President to spend the other half to fund our technology departments, in particular, distance education. Or, to buy laptops for teachers. As a way to really prepare in case we need to be online for Fall and after and I don't have to spend \$1,200 out of pocket, on top of all the other expenses I've had to operate and function as a teacher
- D. McClelland: I can pass that on. President was saying that the other half of this money that will come to the college to recoup money that we may have lost because of COVID or to spend on additional expenses because of COVID. So, funding for DE and personal technology for faculty to be able to teach all falls broadly under this umbrella. Making sure we have adequate tech to do our jobs is really important at this time.

f. VP Academic Technology – Pete Marcoux

P. Marcoux: We did not talk about faculty laptops at our last meeting, but I've spoken to our President about it. They are aware, and hopefully this might be a good time to use that funding.

- Distance ed plan: we will be seeing in Senate pretty soon. A couple of conversations came up about need to identify courses that have specific hardware or software that are typically used in a lab setting on campus that when we switched remote students weren't able to access material and complete the course because of lack of hardware and software

- E.g. CIS class. A lot of students had Macbooks but needed a program called Access and there was a \$60 charge
- In graphic arts as well, used to using Macs and Adobe software, which is pretty expensive
 - Adobe has opened up their licenses but it's limited. I think it's going to end in March
- We are opening taskforce to identify those courses and get message out to student before they enroll
- Email move to cloud
 - Ongoing, division by division
- College Tech meeting right after this
- Report from SIG Consulting re: Colleague System
 - Good news is that they didn't recommend we replace the system. There are some updates and training that will help us be more effective and efficient in using that system

Question from A. Ahmadpour: In regards to issue of laptops, I think we can compromise by just buying something for teachers without supporting it. We were spending almost \$1,8000 including the support/warranty for it. I don't think we need to do that. I think we can spend \$600-700 and buy the surface or some other good Chromebook, and the rest we leave for teachers. We can save almost 70% by not buying the support for it. Or, give \$500-600 to each each and they will buy what is suitable for them.

Another thing is Zoom is not secure, people going away from Zoom. Cisco Webex safer to use than Zoom. So I was wondering if you can elaborate on the issue of Cisco vs. Zoom.

PM: Cisco Webex is embedded into Canvas. I prefer that myself. The issue we have to remember is the burden on our students. If you're using Zoom, and then an hour later I'm using Webex, it causes problems. In the meeting, we also talked about how some faculty aren't using Canvas. Once we get settled, especially since we're moving Summer online and possibly Fall, we're going to have to address some of these issues.

In terms of the laptops, the problem is not everyone has the same needs. They try to buy a machine that they can fix that suits the majority of our faculty. You may be able to use a Chromebook, but a lot of faculty can't because can't download certain software. We have to get software that our technicians are certified to fix, because that helps bring down the cost.

C. Brewer Smith: You were saying Adobe is going to end in March? PM: May or June, the end of this semester. CBS: Not for teachers? PM: This is for students.

R. Diaz: Counselors use Colleague daily. When will these updates and trainings take place? PM: We don't know yet. In the meeting right after this, they will be sharing the report. If you click on the link in the powerpoint, you can see the PDF report.

CBS: To print in a Chromebook, you have to print differently. That might be a problem our students might be having. PM: Yes, it does print different. CBS: So answering what Ali was saying, it's not an end all answer, but it is a resource.

AA: In terms of some teachers not using Canvas, don't you think it is time to require that every single teacher to make sure they can use online technology? DM: That is federation issue, not a senate issue. If we are going to be require people to get Canvas training, it is something that has to be negotiated.

C. McFaul: if you could pass on thanks to all the help we've gotten in making the transition from the distance education department. I appreciate it, and so does everyone else that I've talked to.

I have been using Proctorio, and I heard that our contract with Proctorio is coming due in June. Do you know anything about that? PM: I haven't heard what our plan is. That is coming from the state, the OEI that helped us purchase Canvas,

is discontinuing their relationship with Proctorio. I haven't heard anything about a replacement yet. Yes, I agree that the Distance Ed, Moses and Gema and Crystal have been absolutely amazing.

DM: I am planning to have a senate resolution to formally recognize our distance ed people for the amazing work they are doing.

We are going to have to move on because we have a really long agenda. If you have additional questions, please email them.

g. VP Instructional Effectiveness/ALC & SLOs Update – Kevin Degnan

K. Degnan:

- SLO assessments are moving forward with only SLOs in courses that were online from the start of the semester.
 - We've shared this with division SLO facilitators and we've gotten back revised timelines
- ILO assessment will also move forward, but draw on only those courses that were aligned, being assessed this semester, and were online from the start of the semester.
 - Sample size for participation will be smaller
- Program Review is being pushed back one year. Stay tuned for details, but everything is going to be delayed by 1-2 semesters. No program review will be due for Fall 2020

C. Brewer Smith asked for clarification on program review timeline. DM: If you were supposed to be doing program review right now, it will be pushed back by one year. It says no program review will be due for Fall 2020.

D. SPECIAL COMMITTEE REPORTS

a. ECC VP of Academic Affairs – Jean Shankweiler

J. Shankweiler:

- Summer and Fall online
 - Guidance from Chancellor's Office came out and we should prepare for summer and Fall 2020 to be online.
 - They are emphasizing that Spring 2020 now is a grace period. No one expected to be online so they are relaxing requirements for Title X and ACCJC, regular and substantive interactions. But, in summer and fall, ACCJC and the Chancellor's Office are expecting us to fully comply with online requirements to teach online. Message is we need to very thoughtfully think about what can be taught as distance ed course
 - If things can be transitioned, we need to set up plans to cover all scenarios
 - We may have things that we just can't offer online
 - These are decisions that need to come out of the divisions
 - Right now, we better plan for Fall to be online, how to get people ready
- Attendance accounting
 - Guidance that has come out about DSPS programs and I will be working with those as well
- S. Potter: Is there any discussion about whether science lab courses will be accepted as transfer courses from the UCs and CSUs? (If online)
 - JS: They are being forgiving for Spring, not for Fall. If we can't offer them, that decision needs to be made now before students starts registering.

- J. Troesh: has there been talk about using Canvas and Zoom, for students who are not excited about doing an online class the way we traditionally do an online class, to do a synchronous lecture class so students attend lectures while at home?
 - JS: Distance education can be synchronous, it is permissible, the problem is messaging for students that they are signing up for a set class time so they don't take two at the same time. JT: I was thinking maybe we make it look like a normal on-ground class, it's just everything is on Zoom.
 - JS: We have a committee working on that so we can make sure students know what they are signing up for
 - PM: We have to be aware our students are sharing computers with siblings who are in K-12, with other family members who might be working from home. They're sharing living quarters. Taking multiple classes. So we want to be very aware not put too much pressure on them in terms of doing completely synchronous. Maybe a hybrid like if you're supposed to meet twice a week, one day do synchronous and the rest online. So I think we have to get that message out as well that a lot of our students don't have their own space, their own computers to get things done.
 - JT: I understand those challenges. There are students that have expressed they are really hating not being in the classroom and not having the opportunity to interact with the teachers. I'm trying to think of how to give students as many options as possible and then allow them to choose what works for them based on the equity issues that you brought up.
- CBS: Jean, what about our hybrid courses? We can do our theory at home and do our lab in the labs and maybe we can cut our students in half and cut hours in half and still meet them and have social distancing as well.
 - JS: We are talking about all those different things and it's going to work differently for many different situations. As much as possible for Fall, maybe we can look at second 8 week classes that meet face to face, if possible. Every single class is going to be different; can we do hybrid in the beginning and face to face in the end? Hopefully by October or November we can be back face to face. We have to plan now for different scenarios. One that we don't come back, one where we come back in the middle.
 - CBS: Maybe split it where if you have 30 students, maybe work with 15 at a time?
 - DM: These conversations are ongoing. This is a situation that evolves daily and sometimes hourly. Be patient and rest assured there are people at the college that are working on these.
- JS: There are times when we spend 3-4 hours in a meeting, decide on something, and CCCCCO comes out with complete opposite
- AA: We should definitely indicate what kind of courses we are offering in the schedule of classes. Whether it will be hybrid or totally online or a combination, we should ask teachers to be prepared and know what exactly they are going to do in the course and reflect this in schedule of classes. DM: We are doing that, that's happening.

b. ECC VP of Student Services – Ross Miyashiro

D. McClelland: Ross couldn't make the meeting today, he asked me to announce that the Warrior Pantry is open Tuesdays and Wednesdays from 11am-2pm each week. If students are struggling with food insecurity, they can drive a car, ride a bike, walk up, and come to Warrior Pantry.

c. Online and Digital Education Committee-Mary McMillan

M. McMillan:

- Don't have anything to report, we were scheduled to meet at this same time and moved our meeting to Friday.

E. UNFINISHED BUSINESS:

a. Making Decisions Guide 2nd Reading and Vote-Darcie McClelland and Pete Marcoux

D. McClelland: Sent updated version to senators via email today. Motion to approve by P. Marcoux, seconded by C. Striepe. Any questions about new making decisions guide? Hearing none, let's go to voting. 26 yes, 0 no, 0 abstentions. Approved.

b. Resolution in support of Spring 2020 Semester extension for programs requiring in person hours to complete 2nd Reading and Vote- Darcie McClelland

D. McClelland: The longer it goes, the more I think this may end up being a moot point because we might not be allowed back on campus by June 30 but just in case. This would be for limited number of courses that require in person hours, e.g. Cosmetology, Respiratory Care, or Rad Tech. Instructor would have to show that program requires in-person instructional hours for students to fulfill completion and/or licensing requirements.

A. Ahmadpour motioned, B. Isaacs seconded. Any questions?

- C. McFaul: I'm with the Rad Tech program and this does not help us whatsoever. So if it's being done to help our type of program, it doesn't. I don't want it to cause confusion. If it's specifically for programs that require clinical hours, students are missing 10 weeks of clinical hours out of 16 weeks and won't be able to make it up in 2 weeks that this is going to give them. In addition, I don't think clinics will let students back in June.
- DM: I'm going to look to those of you who are in programs that we are talking about that need additional hours. Is the consensus that this is a moot point? CBS: For Cosmetology, it wouldn't help only because there are a lot of hours, and would only help if our classes were going on right now. I was hoping more for using summer to recover. That's what would help us. Use those 8 weeks to recover what we lost in Spring, especially for Freshman class. Come Fall, Freshman would have to start all over.
- DM: We may be able to do that with incompletes or something like that.
- Y. Kawasaki: This would help Nursing because we are getting back into the clinical setting. The last piece of our semester is a preceptorship but because there are limited facilities, it might take longer for our students to get their preceptorship hours so it would help if it were extended
- DM: I personally feel that if even one program would benefit that we should allow this. I'm hearing from a Senator that it would help their program. It's sounding like Nursing would benefit mainly.
- YK: We definitely would benefit.

27 yes, 0 no, 0 abstentions. Passes. Will send on to the Board for May.

c. AP 4300, Field Trips and Excursions, 1st Reading- Darcie McClelland

D. McClelland: Motioned to approve by P. Marcoux. Seconded by C. Brewer Smith.

- Ed policies worked on getting a uniform policy and procedure for field trips and excursions. [Please see p. 47 of packet for definitions]
 - A field trip is part of a class and the college arranges transportation
 - An excursion is not part of an academic class
 - An alternative class site is when location is different but students have to arrange their own transportation, and should occur during class time.
- Major change we made last time was to paragraph at top of second page of this procedure [p. 48]. I reworded to: students who cannot participate in a field trip due to circumstances outside of their control, including but not limited to documentation status, incarceration status, or financial hardship will be provided an alternative assignment. The student must give notice that they will be requesting an alternative assignment prior to the field trip.

- Reminder that alternative class site activities should occur during class time. Please don't schedule a field trip outside of your time during someone else's class. Obviously, sometimes that can't be avoided, but within your power.
- J. Hardesty: If I take a group of students to the museum during my normal class time, is that considered an alternative class site if we only do it once? Or does it have to happen on a reoccurring basis to be defined as an alternative class site? DM: It can happen once and that is an alternative class site. So if you change the location and your students are responsible for their own transportation, then that is an alternative class time
- A. Ahmadpour: What if it happens during the weekend? If I make myself available to students and they come on their own with their own transportation, is there any problem with that?
 - J. Shankweiler: That's an excursion, but then you would have to set up an alternative activity. AA: Of course, yeah, they can go on their own on another day.

Let's go ahead and vote: 27 yes, 0 no, 0 abstentions. We will move this on to College Council.

F. NEW BUSINESS:

a. AP 5203, Lactation Accommodations, 1st Reading-Darcie McClelland

- D. McClelland: We are seeing this because we as faculty are required to allow for accommodations for our students and make sure students don't have negative repercussions because of needing accommodations for lactating. In Council of Deans, we changed this to person and not woman so we are not exclusive. Any questions about this?
- Need to provide a reasonable amount of time to accommodate their need.
- C. Brewer Smith: Does student need to let instructor know? DM: Yes. CBS: What is reasonable? DM: at discretion of faculty member. CBS: Do we need to put that in there, to communicate to us? Just want to make sure we're covered. DM: To some extent, up to the discretion of faculty member.
- A. Ahmadpour: Will this above and beyond what we do with SRC?
- DM: Well, it's different. Specifically, the SRC accommodates students with disabilities or learning differences, but this is something who needs time outside of time to lactate.
- AA: Can I use this as justification to extend an assignment? Can you give us a scenario/context? DM: This spring, I had a student who had a baby and I have 4 ½ hour class, and in middle of lab student would excuse herself for 15 minutes to use breast pump. That is an example. AA: That is fine. So it mainly falls on teacher to identify this as such. Is there any subjectivity on this?
- J. Troesh: My wife and I just went through this. I don't think this should be part of policy, but good general rule that lactation is not a highly scheduled thing. It is very dependent on woman, when she breastfed earlier that day, etc. We don't need to stop class to allow this, but we should be flexible with female students who are doing this. Because it can take 10 minutes just to start lactation process. As faculty we need to be flexible that this is not a scheduled thing.
- CBS: This is why student needs to let teacher know, if they are missing something, it is their responsibility to get what they need to get. If teacher knows, they can leave the handouts. It covers us as far as what they are doing in the time they are missing outside of class.
- J. Shankweiler: The paragraph that the students will not incur a penalty is in education code, so we have to accommodate it. DM: So if it is during an exam, we cannot penalize students. Dr. Shankweiler, how many lactation rooms do we have on campus? JS: Student services building has one. One in Coms in faculty restroom. I'm not sure about other areas. Typically, if students go talk to division office, they can find a place. All new buildings we're planning have lactation rooms planned.

- DM: We are going to need to be flexible with timing and this is a situation where we should probably give student the benefit of the doubt. We will bring this back for a second reading. If you have any questions, please email them to me.

b. BP/AP 4025, Philosophy for Associate Degree and General Education 1st Reading-Darcie McClelland

D. McClelland: going to skip for now, will come back to it at the end if we have time.

c. Officer Elections-Pete Marcoux

P. Marcoux: Do I have any other nominations for office of president for 2021-2022?

- A. Ahmadpour: I want to raise something in this regard.
 - PM: Do you have someone to nominate?
 - AA: No, but I have comment to make. It's about nature of elections. I've mentioned this millions of times and did some research on this. I attended meeting at Santa Monica College, and in particular for Academic Senate President they have one Friday where it is a non-instructional day, and the president nominees will go from division to division and give a lecture and share their vision and views. And the division, both part-time and full-time teachers, will vote. Every single faculty will vote on who will be president of Academic Senate. It is a very important position.
 - PM: What you need to do is have a resolution to change our Constitution. It's in our constitution, we are following what is in constitution and bylaws. If you want to change the process, start there.
- PM: Any other nominations for president? Seeing as there are none, I would like to make a motion to forgo voting and elect Darcie for President for next two years. Seconded by A. Ahmadpour. 29 yes, 0 no, 0 abstentions.

Second election is for VP of Instructional Effectiveness where Kevin Degnan is serving. Any other nominations from the floor?

- AA: I nominate Hong Herrera Thomas.
- PM: Hong, do you accept the nomination?
- H. Herrera Thomas: I am substituting in for Kristie just for the semester, so I don't think it is appropriate if I was elected. Thank you so much though, Ali.
- PM: Motion to forgo election and elect Kevin Degnan to VP of Instructional Effectiveness, seconded by A. Josephides. 25 yes, 0 no, 0 abstentions.

G. INFORMATION ITEMS – DISCUSSION

a. Block scheduling-Jean Shankweiler

J. Shankweiler: We had a committee that looked at block scheduling.

- Set some guidelines in terms of how we can schedule courses to minimize overlap
- There are a lot of different classes, didn't try to schedule a grid. But most courses start with 3 hour contact hour, that's our 3-unit lecture classes
- If could have find uniform blocks of time where we keep all those classes scheduled and minimize the times where they would be overlapping.
 - Did the same thing for 4-unit and 5-unit courses
- Looked at if we could have some similar break times. Lunch break stays consistent over all the possible scheduling
- We looked at College Hour, and most people voted to keep college hour on Tuesdays and Thursdays 1:15-2:15

- We also tried to look at a consistent dinner hour with a consistent start time for evening classes, it's not entirely consistent. For the science classes, it won't work so they will probably start earlier
- Have a consistent start time so students know what to expect, try to work around these blocks. If it won't fit, at least try to have it end at one of the break times
- It's not perfect, there will be issues no matter what we try to do
- Robin is on the committee and he counted and there is some obscene number of starting times for courses, so we're just looking for some consistency for people to follow a grid for most of their scheduling
- P. Marcoux: Academic Senate might have to fit our meeting around college hour. JS: You could start at the beginning of lunch hour and go till the end of that block
- PM: We surveyed a lot of people. There will be outliers, but works for majority of classes this will fit
- JS: Data analyst looked at 3 hour classes to see if we could still schedule as many classes as we currently do. We could fit as many, if not more
- PM: When do you foresee us starting with this? JS: I was thinking for Fall 2021. Fall 2020 is already scheduled.
- A. Ahmadpour: Can you highlight major changes to what we currently have?
 - JS: We have a lunch break that we don't currently have, that is just to have a consistent end time for students
 - College hours are shifted, right now it's 1-2 and here it's 1:15-2:15
 - We didn't have blocks for the afternoon before
- If you have a four hour lab, you might have to use one of the five hour blocks. For evening time, starts a little later.
- J. Troesh: For evening times, would it be possible to have two alternatives, one with 6pm and one with 5pm dinner hour and divisions would decide which dinner hour makes sense?
 - JS: That kind of defeats the purpose of having a block schedule. I expect not everybody's going to be able to fit that in. There is a lot of people that say 6pm is too early and students can't get in and get something to eat before six before they're coming from other jobs. Dinner hour is more for faculty who teach in afternoon and need break for the evening. We could move that up a little, too.
- AA: I have a question for morning classes. Most classes start at 8 instead of 7:45. In that case, for those of us who teach classes back to back, we will only have 10 minutes? We used to have 20 minutes.
 - JS: If your area wanted to schedule it earlier, you could. The point is we want to try to stop it so students can get to the next class at 9:35.
- PM: In the past, part-timers were allowed to schedule classes during college hour. This would change with this, right Jean?
 - JS: That's my proposal that we not allow anybody to schedule during college hour because we want faculty to participate in committees.
- J. Hardesty: Is there a recommendation for classes that meet twice a week for a total of 6 hours per week?
 - DM: You could follow this and like the in blue one, where it says three contact hour courses, you could just use multiple blocks.
- T. Lau: Were office hours taken into consideration?
 - DM: That you would still schedule to your own schedule.
- S. Burnham: Are we definitely going to a block schedule or is this still a proposal?
 - JS: We have an informal one right now, this is just codifying it. At this point it's a proposal but it lends structure as we're trying to implement our live scheduling software.
- AA: So no one can schedule a class that starts at 7?
 - JS: You would schedule so they can finish the 9:35 class or before the 11:10 class, depending on how long your class is.
- C. Brewer Smith: Will we be able to modify this if it doesn't fit into one of these 3 examples?

- JS: Your classes are like 8 hours a day so not going to fit in a 3 hour time block. For your classes, it is unlikely they are taking a history class as well, so if you need to start earlier to end at a reasonable time, we don't want classes that go too late into the night.
- DM: Impossible to accommodate every single class on campus. The committee tried to do something that would accommodate most sections. We know there will be exceptions. JS: Using this as a guideline, if you have to run over, shift your start time a little earlier or later so it fits one of those breaks so students have less conflicts as they try to schedule.
- R. McMillin: My only concern is the Tuesday-Thursday afternoon starts late, 2:45.
 - JS: It is a little later than 2, but not a lot later. Just for Tuesday/Thursday, not Monday/ Wednesday
- DM: Please share this with other people in your department, so that more faculty can hear about this and give input. I will send out just this information for you to share. We are at 2pm.

Motioned to adjourn by A. Ahmadpour, seconded by B. Isaacs.

H. FUTURE AGENDA ITEMS:

- a. Low Cost Course Designation
- b. CTE Programs Update
- c. Distance Education Plan

I. PUBLIC COMMENT

None.

J. ADJOURN

The meeting adjourned at 2:00 pm
RD/ECC Spring 2020