



Taft College Academic Senate Minutes

Monday, April 1, 2024
Cougar Room
12:10 pm-1:00 pm

Call to Order

The meeting was called to order by President Duron at 12:12pm. C. Duron welcomed us back from Spring Break.

Attendees

Based on the sign-in sheets, the following faculty members attended: Abbott, Altenhofel, Bandy, Cahoon (N), Devine, Duron, Dyer, Getty, Jacobi, Martinez (M), Mendenhall, Mitchell, Nishiyama, Oja, Page, Payne (R), Polski, Raber, Reynolds (J), Richards, Smith (K), Smith (T), and Travis.

One student representative (Morales) and one administrator (J. Lopez) signed in.

Public Comment

Vice President Jacobi thanked C. Duron for leading the meeting while she wasn't feeling well so that V. Jacobi wouldn't have to lead.

Action Items

Approval of the Minutes

March 4, 2024 Meeting: There were no corrections or concerns, so C. Duron noted that the Minutes were approved by consent.

New Business

- Nomination for Emeritus Status: Sharyn Eveland, Ed.D: J. Altenhofel summarized the nomination form and moved to nominate S. Eveland for Emeritus Status. V. Jacobi seconded. The motion passed. Congratulations, Sharyn!
- Social Sciences Division: Retirement Replacement Recommendation: C. Duron shared that the Social Science division's recommendation was not to replace the retirement position. R. Polski moved and R. Payne seconded the motion to approve that recommendation. The motion passed.
- Taft College Peer Online Course Review (POCR) Procedure:
 - C. Duron introduced the procedure document, including the members of the two cohorts and the lead (Distance Education Director J. Farmer).
 - J. Altenhofel asked if there was a list of courses that were badged (approved by the CVC-OEI), and C. Duron said that the list is by course and instructor. J. Altenhofel further asked about how faculty are notified of their CVC-OEI status prior to the new local team. C. Duron noted that the CVC-OEI list includes our

online courses, but the sections will be higher on the list if the section/instructor has a badge. C. Duron will provide the link to see the CVC-OEI's list. If you search the CVC-OEI site, make sure NOT to say that Taft College is your home college because then it would exclude our courses.

- G. Dyer noted that hybrid courses aren't listed on the CVC-OEI, including hybrid courses that meet entirely online. C. Duron noted that that is a local coding issue. The CVC-OEI would include hybrid courses if there was no on-campus requirements. Our local POOCR team does know this.
- A motion to pass the procedures was made by B. Devine and seconded by D. Mitchell. The motion passed.
- ACCJC Annual Report: Vice President Li wasn't able to attend, so C. Duron and Secretary Oja discussed the report and the changes that were made after K. Allikas met with the Academic Senate Council. A. Abbott moved to accept the report, which was seconded by J. Reynolds. The motion passed.
- Board Policies and Academic Procedures for review/revision:
 - Board Policy (BP) 4300 Field Trips and Excursions, Administrative Procedure (AP) 4300 Field Trips and Excursions: C. Duron introduced the suggested changes based on changes in the law. V. Jacobi motioned to support the changes on both the BP and AP, which was seconded by T. Smith. The motion passed with one opposition (J. Reynolds).
 - AP 6200 Budget Preparation: C. Duron introduced the changes that were suggested by the Community College League of California. D. Bogle moted to support the changes, seconded by J. Reynolds. The motion passed.
 - AP 4105 Distance and Correspondence Education:
 - G. Dyer introduced the suggested changes to the policy by the Distance Learning and Education Committee (DLEC) as regulation changes, formatting, and language to match other local policies. J. Reynolds also added that the comments include questions that DLEC had about apportionment and proctoring.
 - C. Duron noted that our edits are recommendations to the president of the college, unless an AP is related to finances; those must go to the Board of Trustees, too.
 - M. Oja had questions about using the language "web delivery" in one section but including several different types of distanced learning options in other areas. G. Dyer agreed that the whole document should include all types of distance education delivery. C. Duron will suggest changing "web delivery" to "distance learning" or "distance learning environment."
 - M. Oja also had a question on #1 on page 7 where it says "if described in the course outline of record". G. Dyer answered that this was clarified that interaction amongst students is not required by the state. However, CVC-OEI courses do require interaction amongst students.
 - J. Reynolds motioned to approve the recommended change by the DLEC committee and update "web delivery" language, and J. Altenhofel seconded. The motion passed.

Discussion Items

- Grants:
 - C. Duron introduced the grants by saying that the college does not need Academic Senate approval to pursue grants, so grant opportunities are being moved to a non-voting area in the agenda as a way to provide feedback and ask questions. She notes that grants still often need curriculum or other 10+1 and faculty-related needs.
 - J. Lopez introduced the two grants as opportunities that Taft Union High School (TUHS) will be in charge of but they approached us as partners.
 - [Golden State Pathways Program: Planning Grants and Implementation Grants](#): This grant is to help align TUHS courses with our Dental Hygiene (DH) program and Allied Health degree. R. Payne asked if this would give the TUHS students priority acceptance into the DH program, and J. Lopez said that it would not.
 - [College and Careers Access Pathways \(CCAP\) Grant](#): This grant is going through the Dual Enrollment Committee. C. Duron added that it is primarily focused on providing a pathway for general education (GE).
- Sub-committee Reports
 - SLOASC: Processes for SLO Creation, Review and/or Revision and Submission for Approval/Adoption
 - C. Duron introduced this process as she learned about it at a Division Chairs meeting. The Division Chairs did ask what happens if an SLO is not changed, and that will be incorporated into the procedures.
 - J. Altenhofel offered the definition of SLOs (student learning outcomes) does not provide enough guidance. C. Duron noted that SLOs and Course Objectives are seeming more similar as the common course numbering process continues. V. Jacobi said that more detailed definitions are in the SLO Guide, which the SLO Coordinator (S. Eveland) is updating. C. Duron will post when the guide is updated.
 - M. Oja noted that much of the process seems to be telling another committee (Curriculum and GE Committee) what to do, and asked if the Curriculum and GE Committee had input. V. Jacobi answered that this process has been developed as a response to a request from the Curriculum and GE Committee. Having SLOs on the Course Outline of Record (COR) has required changing some processes.
 - C. Duron closed the conversation noting that the next SLO Coordinator will also be the chair of the SLOASC committee.
- Hiring Rubric:
 - C. Duron introduced this topic noting that final overall ratings of all hires must use the same rubric. The AP has 4 ratings, but a recent search used 5 ratings. She will bring our feedback to Human Resources (HR).
 - V. Jacobi noted that a 5-point rating has the option to be neutral, but a 4-point rating forces a decision.

- D. Bogle noted that it's confusing when the rating options for each question is different from the rating options for the final overall rating.
- C. Duron said that the question ratings are just for you, that only the final overall rating is captured by HR.
- J. Reynolds said that she'd like a 6-point ranking to match grading (A, B, C, D, F, and a very-low-no-possibility-of-passing-F).
- R. Payne noted that we can't do decimal points in the question ratings but we can in the overall final rating.
- C. Duron will provide this feedback to the Vice President of Human Resources, and invite her to our meeting again.

Informational Items

- [Black Student Success Week: *Building a Better Future Together: The Urgency is Now* on *April 22-26, 2024*.](#)
 - C. Duron shared that there are virtual meetings at noon for this week.
- Resolution 2023/24-05 – Classified Appreciation Week – April 29 – May 3, 2024
 - C. Duron shared that this resolution was approved by the Board of Trustees, so appreciate our classified staff!

Senator Comments

There were no Senator Comments. A motion to adjourn was made by J. Reynolds and seconded by R. Payne. The motion passed.

Next Academic Senate: May 6, 2024