



# OCC Academic Senate Executive Board Meeting Minutes

Wednesday, January 26, 1:30-2:30 PM, via Confer Zoom

**E-Board Members in Attendance:** Vice-President Rendell Drew, President Lee Gordon, Secretary and PDI Chair Marilyn Kennedy, Curriculum Chair Charles Otwell (non-voting), Immediate Past President Loren Sachs.

**E-Board Members Absent:** None.

**Guests Officially Signed In:** John Fawcett, Anna Hanlon, Irene Naesse.

## I. Preliminary Matters

*(Please note that the Presiding Officer's vote shall be recorded as an abstention, unless breaking a tie vote.)*

- A. **Call to Order:** President Gordon called the meeting to order at 1:30 PM.
- B. **Public Comments (Officially Signed In):** Anna Hanlon, Irene Naesse.
- C. **Approval of Minutes:** *Motion 1: Secretary Kennedy moved to approve the January 10, 2022, minutes; seconded; approved. [Ayes: 4, Noes: 0, Abstention: 1]*
- D. **Executive Board Member Reports:**
  1. **President Gordon:** Invited **CFE President Schneiderman** to report on his meeting with the Chancellor about the Senate and Union's request to extend the move to online teaching to four weeks, rather than two weeks. **CFE President Schneiderman** reported that he shared the Senate and Union's request for the move to four weeks and that the Chancellor stated he would be considering the request. The chancellor will be making some type of announcement on February 2.
  2. **Vice President Drew:** Announced that there is more information coming out about the baccalaureate degree and the Senate should review this issue again. **Curriculum Chair Otwell** reinforced that there is an expansion of the original program to many more colleges.
  3. **Curriculum Chair Otwell:** Reported that there was a very good information and training session on program review this past week.
  4. **PDI Chair Kennedy:** Stated that PDI reopens this weekend and there is funding available for conferences.
  5. **Secretary Kennedy:** Asked the Executive Board if they would like her to send out the approved Executive Board minutes from these winter intercession meetings, as E-Board minutes are not normally/officially done sent out. The Executive Board stated that they would like the E-Board intercession approved minutes sent out.

## II. [New] Business

### A. Setting the Agenda for the February 1<sup>st</sup> Regular Senate Meeting

After a short discussion, these specific items were selected for the February 1<sup>st</sup> Senate meeting agenda (not in a particular order):

1. Covid and Teaching
2. Recommendations for Midterm Report Process, Timeline, and Faculty Writer
3. Brown Act Notification for Remote Meeting

4. Review by Senate of Jan 5<sup>th</sup> search committees approved during the intercession by the Executive Board

Items for future agendas were to have a few updates on successful Flex breakout sessions and an update on the OCC Bookstore; Secretary Kennedy noted that her work and communication with the OCC Bookstore has been going well so far.

#### **B. District Centralization**

President Gordon reported that later in the semester the issue of District IT centralization will be discussed by the Senate

#### **C. Covid and the College**

Executive Board members and some public commentors made these observations/suggestions:

- South Orange County Community College District extended their remote instruction to February 24
- OCC Senate President Gordon has been receiving queries from students on the remote statuses of their classes
- Instructors might consider emailing their students about their class meeting status and/or post that information on course Canvas shells and make those shells accessible before the semester begins.
- There is an updated link at the OCC online schedule page that lists where classes are meeting, and that link will be sent out by the Senate to all faculty.
- Instructors should consider putting the campus's Covid policy in their syllabi
- Not all students are aware of the missed Covid reporting deadline. Instructors expressed concerns about the delay in that missed deadline, validation, testing, and verification time frames and those repercussions on class entry, health, and safety.
- Some students who may be unaware of their classes' meeting statuses may come to campus for physical classes that have moved to remote. There will be at least three Welcome tables on the physical campus in strategic places if students need further assistance for that issue or other campus concerns.

**IV. Adjournment: President Gordon** adjourned the meeting at 2:10 PM.

Minutes approved on February 1, 2022