



**MISSION COLLEGE ACADEMIC SENATE
MINUTES
March 18, 2021
2:20 P.M. - 4:15 P.M.
Location: Zoom**

Senators	A	P	Senators	A	P
AS President - Aram Shepherd		x	Instruction - Elaine Wong		x
Associate Faculty - Alla Petrosyan		x	Language Arts - Lora Glaser		x
Associate Faculty - David Piper		x	Language Arts - Christine Ritz		x
Bus., Tech. & Kin.- Wenlei Shan		x	Math, Science & Engineering - Neil Viernes		x
Bus., Tech. & Kin.- Brenna Wundram	x		Math, Science & Engineering - Max Sklar		x
Career-Tech. Education - Daniel Arias		x	Student Services - Alejandro Zavala		x
Health Occupations - Marsha Oliver		x	Student Services - Michele Hittleman		x
Hum Soc Sci & Fine Arts - Joanna Sobala (Vice President)		x	ASG Representative- Lesley Geronimo	x	
Hum Soc Sci & Fine Arts - Matthew Johnston		x	ASG Representative - Frank Yeung		x
Administrative Assistant: Liz Bogatin-Starr					
Additional Attendees: Melissa DaPonte, Student Health Services; Jeanine Flores, DE Committee; Leandra Martin, Vice President of Instruction; Omar Murillo, Vice President of Student Services; Daniel Peck, President of Mission College; Heather Rothenberg, DE Committee; Kathryn Wood, Political Science.					

1.0 Call to Order & Roll Call

Quorum met 2:21pm.

2.0 Order of Agenda

Approved with 8.5 Committee Appointments moved after 5.0 Information & Announcements (College & District)

3.0 Approval of Meeting Minutes (I/A)

3.1 March 11, 2021 Minutes
Minutes approved with one minor change.

4.0 Oral Communication from the Public (3 minutes/person) (I)

This portion of the meeting is reserved for persons desiring to address the Senate on any matter not on the agenda. No action will be taken.

There was no communication from the public.

5.0 Information & Announcements (College & District) (5 minutes) (I)

This portion of the meeting is reserved for College and District announcements. Items should be limited to one minute per person. Topics requiring additional time may be put on the agenda for a future meeting.

President Daniel Peck - Construction on the Central Plaza is going well; plaza may open in mid-April. Central plaza could change the pattern of retention when students are comfortable spending time on campus between classes, anchored by equity walk.

8.5 Committee Appointments of faculty members to Vice President of Instruction Hiring Committee

MOTION to appoint faculty members Nohemy Chavez, Counseling, and Kelly Neary, Biological Sciences, to the Vice President of Instruction Hiring Committee.

(J. Sobala/A. Zavala) (M/S/U) No abstentions. None opposed. Unanimous.

Senate President Aram Shepherd shared the four faculty candidates' Statements of Interest; the top two candidates were appointed after an electronic vote. The hiring committee will be participating in the paper screening and first level interviews. Faculty and the whole campus will participate in open forums with second level candidates, a welcome change for the college.

Thank you to the faculty for offering to serve on the hiring committee and congratulations to the instructors who will be great faculty representatives on the VP of Instruction Hiring Committee.

6.0 Unfinished Business

None

7.0 New Business

7.1 Assisting Distressed Students – Melissa DaPonte, Student Health Services – 25 Minutes– (I)

Senate President Aram Shepherd emphasized the relevance of Melissa DaPonte talking to Senators about distressed students and how faculty can support our students. This fits so well with the student presentation to Senate about the challenges students are having during the pandemic and with distance education. And also, challenges students always face.

Melissa DaPonte, LMFT, Mental Health Supervisor, addressed a college concern of a lot of faculty and staff contacting Melissa about MC students that are in distress and some verbalizing suicidal ideation or students reporting that they engage in self harm. Faculty and staff are asking how to interact with a student who might be in a crisis or how to appropriately support. Melissa is meeting with groups across the college.

Melissa began with skill building and role playing in interactive group exercises. Senators discussed listening and how to connect student to Melissa, police, or emergency services.

- Good for faculty to be first contact. Can speak directly or do Care or Incident report.
- Notice, Name, Guess, Wonder, SHARE - Listen attentively to student and encourage them to talk. Student feels you're available and care. Point out what things you've observed.
- Maintain the boundaries of your professional role and stay safe. Do not endure any kind of physical abuse is a priority.
- Suggest meeting with Melissa DaPonte and schedule a therapy appointment.

Senate Discussion:

Senator Alejandro Zavala -Senate would like to do more skill building sessions and role playing, this would be good to practice in departments.

Senator Marsha Oliver - Faculty could also participate in small group discussions during Flex Days.

Senator David Piper - Melissa connects students with resources and helped a student who is now doing well in my online class. I am no longer worrying about the student.

Melissa - Sometimes faculty may not have the right words to express sympathy to help a student who is grieving, notice the loss, be there for the student, express sadness that you cannot do anything to make the pain go away. Trust that your students will tell you what fits for them.

Senator Alla Petrosyan - Let the student know and confirm that they are doing the right thing by

being at school and keeping minds busy. Encourage them to stay focused and not to drop out of school, that you can support them. School has resources.

Senator Matthew Johnston - Some students may need to take some time off from school when not thinking straight.

Melissa - Give student options, what works for some students may not be a fit for others.

Referral to Student Mental Health Services

- Be clear that referral to someone else does not mean that you think there is something wrong with the student.
- Offer a warm hand-off to connect the student to Melissa, Mental Health Supervisor, in a brief email or show student how to access resource.
- If directly emailed, Melissa will reply to both faculty and student confirming student is connected to her and ask for okay to send consent forms. This has been fastest way to complete paperwork and have warm hand-off.
- Offer of help may be rejected; that is okay.
- If you have an urgent concern about a student's safety and student is verbalizing being in imminent harm, stay with the student on zoom or phone and contact local authorities or if on campus, campus police. Let the student know you're calling 911 and providing student's location and address and wait for authorities.
- Report an Incident or Concern when student may not be in imminent risk but may be impacted by mental health or well-being issues.
- Do reporting, especially a Care Report. MC has a behavior intervention team; Dr. Omar Murillo, Melissa and support team reach out to student to provide resources and begin assessing risk and safety planning with medical or health support. Faculty and staff can remain anonymous in report, otherwise team will reach out to faculty and staff. The campus and community resources information is in the red folder on the campus website.

Joanna - I understand the need to contact Mental Health Services or 911 when there is imminent danger. I usually feel very uncomfortable sending a student to Mental Health Services by sending an email. Maybe they don't want to share with anybody else. I usually give students resources to call which has the disadvantage that student might not ever call.

Melissa - Ultimately, honor yourself. Give resources or do a Care Report, it is up to you. Student could connect elsewhere. Mental Health Services provides eight free therapy sessions. If student is in imminent danger of suicide call 911, it's the fastest; if under eighteen years-old call 911 and ask for a CIT (Crisis Intervention Team) Officer, when there is an imminent threat. Police do a wellness check. We are prioritizing student's health and safety. We're mandated reporters. Students are often thankful after going to the hospital.

Alejandro - I felt the human in this presentation. When we come across a distressed student, we need to listen and push the agenda aside. Sometimes things have to be on hold for the humanity.

Aram - Thank you Melissa for this interactive presentation. These are such important things and what we felt in this space right now is a lot of love, compassion and engagement for each other and for our students and how we can support them in any way we can. There are bigger things that are more important than an essay or other assignment, as Alejandro said. Thank you everyone for this conversation.

7.2 Faculty Grade Submission Deadline Policy – 25 Minutes – (A)

Senator Aram Shepherd shared a calendar of dates that instructor Kathryn Wood put together, and looked across both the faculty calendar and administrative/classified calendar. Senate can

try and resolve what days are counted, calendar, business, holidays, Sundays, and Flex days. Some faculty have provided feedback for a grade submission deadline policy.

Senate discussion:

Senator Christine Ritz: Speaking on behalf of colleagues. One colleague, quote:

I hope the date can be extended for as long as possible, I know, of course, that A&R has dates that they need for processes, transcripts, pre-reqs, etc., and I always meet those important deadlines. I do, however, use all of the time I can to continue to work with students in the winter, when we have a long period until January to get our grades in, and I continue to work with several of my English 1AX students in particular, they needed more time and support from me to get to passing. Having that longer period allowed, at least four students who would not have passed without the extended time and support, to get past the finish line and pass. Christine also shared a statement from a colleague in support of as much time as possible to submit grades.

Senator Matthew Johnston - Students turn in term papers a couple days after finals, and I would like to accept those papers instead of giving an Incomplete. Giving an Incomplete is almost always a disaster and is discouraging. Grade usually goes to a fail. Students often turn in papers from throughout the semester finals week or the finals day. I feel strongly for business days.

VPI Leandra Martin - Faculty can do a Grade Change if more time is needed even if it is past the five days and grades are turned in. Faculty has option to change a grade if students have earned the grade.

Senator Joanna Sobala - Am seconding Christine's and Matthew's points. Maybe in theory it's possible to change a grade but in practice that's not going to happen in most cases. Want to stress we're changing our ways of teaching because of the equity issues, and difficulties of Covid and challenges online, and we've partly discussed how we would do meaningful assessments. We do want to minimize the use of proctoring and want to preserve academic integrity. That involves multiple and meaningful assessments that require more work by instructors. The unintended consequence of having that very short period of time is going to change the way people teach.

David - Would like to change calendar days to business days. In setting up policy, practice often does not follow policy. Policies provide guidelines. Our actions are far more important. How do we give faculty the most space to follow policy in contract and get work done as quickly as possible.

Senator Michele Hittleman - Students transferring in spring to a CSU or a UC is based on what student completes by the end of summer. Transcript is due typically in August and then another transcript later in Fall if what they're taking in fall can help them with prerequisites and requirements above the minimum that was required to be admitted.

Leandra - Flex days were put in because of the large number of short-term classes in Winter session right before Flex day and wanted faculty to have time to meet grading requirement. Would suggest keeping in Flex day. Biggest problem with grade submission is the four or five pages of names of faculty who do not meet the deadline.

Joanna accepts amendment to exclude Flex days. If grading time were shortened, might have more faculty not meeting deadline.

MOTION: Faculty are encouraged to submit final course grades as quickly as possible at the end

of the term. Grades must be submitted no later than the fifth business day (not including Flex Days) after the last day of the academic term. For short-term classes which end prior to the last week of instruction in an academic term, grades must be submitted no later than the fifth business day (not including Flex Days) after the date of the last day in the course.

(J. Sobala /M. Oliver) (M/S/U) No abstentions. None opposed. Unanimous.

7.3 Distance Education Proctoring – Jeanine Flores and Heather Rothenberg – 20 Minutes – (I) Aram - Students brought up having some difficulty with anxiety and equity issues related to Proctoring. We're following up with the DE Committee and WV is also looking into this.

Jeanine and Heather have started this discussion campus wide to get feedback from all the stakeholders. DE committee is committed to be an advocate for technology and for student success. We would like to promote awareness and possibly suggest some alternatives to online proctoring software or some tips for online proctoring.

What is faculty's ultimate goal for proctoring?

- Authenticate students are who they are. MC's learning management system using Canvas already authenticates students with a secure login or pass code.
- Does course need remote proctoring?
- Is student's equity and inclusion impacted, and what are the privacy issues?
- Is there another way we might be able to assess our students?
- There is growing concern over use of proctoring and remote proctor software.

Heather gave some technical and general information.

- Algorithms are potentially racist, bias: Facial recognition software
- Stressful, anxiety - seen as surveillance or just being seen on camera while taking a test
- Technology - having the needed hardware, and internet bandwidth at home
- Privacy/Security
- All the current proctoring software have similar general and technology concerns

Zoom also has equity concerns but not in the way DSPS uses it for one-on-one with students.

- Hardware, Bandwidth, Privacy and Security are much larger for both students and faculty as Zoom can always be screenshot, shared, saved, and hacked.

Finding a middle ground to make sure that our exams are kept with integrity.

From STEM, DE, and other committees discussions across campus, proctoring software is not going to completely go away, it preserves some academic integrity that is extremely important. Proctoring software is not for catching a cheater.

How to increase equity.

- Do not use the algorithmic features—check only for major exam integrity violations, e.g. taking test outside the testing window
- Use for exam security instead of to reduce cheating
- Keep proctoring to a minimum—high stakes exams
- Utilize the flexibility that Canvas and Proctorio provide to help students, e.g., increasing test window over several days to allow for better internet connections, and increase time given to take a test
- Customize to needs of your class
- Review all settings and customize for course, e.g. camera and audio don't need to be on all the time. Settings can be changed before and/or after exams. Turn off eye movements.
- Proctoring requirements must be on the syllabus—include the number of assessments, dates, and all technical details (web camera, microphone)

- Students should be given the option to practice a quiz with the technology
- Technical assistance should be outlined and clear before testing

Equity - Instructors should help students succeed. Proctorio should be used as a tool to help and not penalize them. If students are struggling with Proctorio, we should consider providing options.

Timeline: Introduced this discussion on proctoring in DE Committee and STEM and are reviewing alternative proctoring software, students are discussing related to distance learning. By end of semester, want to provide a playbook and guidelines.

Survey: The State survey on students' online experiences being given again this year has a higher student response rate than college's survey. Can customize some questions for college.

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Senate discussion:

Senator Neil Viernes - Questions on proctoring could possibly be in course final evaluations. Would be interesting to hear solutions from students.

Jeanine - Students would like to see what your settings are, make a video and put in syllabus.

Joanna - Heather made a distinction between cheating and security. How can faculty extend the time for a 2-hour required exam.

Heather - Exam is not to exceed 2 hours, are 2 hours needed?

Students can still cheat. Software is not designed for facial expressions. Anything in Canvas can be downloaded and shared. Think of what you can do to preserve the exam to the best of your abilities.

Aram - Playbook and guidelines will make all this clear. Email Jeanine and Heather suggestions and questions. Good to get student voices involved.

8.0 Administrative Business/Actions/Appointments (I/A)

1. President's Report

Board of Trustees: March 16

- Tenure - Congratulations to all the Tenure recipients
- Approved resolution condemning Hate Crimes against Asian Americans and Pacific Islanders; should support students in this difficult time for our large number of Asian students on campus
- MESA Program Presentation - great presentation by Edrina Rashidi and students
- Nominated Luis Gutierrez for California Community College Classified Employee of the Year
- Legislative and Policy Oversight Committee Report - Exploring housing options for the district; we'll see what, if anything, ever comes of it

College Council: March 17

- Program review will be ranking applications, CBAC recommendations in mid-April, final approval end of April
- Equity and Social Justice Work Progress presentation, Omar and Ken shared draft survey document showing college's progress
- Statement on Fall 2021 Planning coming soon from Chancellor Davis and college presidents

2. Report from the Vice President of Instruction - Leandra Martin

Academic Student Survey went out this week.

Working really hard on Fall 21. Identified some rooms for anyone who wants to do a face-to-face. Larger classroom would be at 50% occupancy. Having some difficulty meeting our efficiency so do not want the class to have a lower seat cap. Encouraging hybrid. Some general classes with options for students. Thirty minutes between classes for custodians to clean rooms. College is down to deadline on schedule. Reaching out to areas where students can benefit from face-to-face. HOC is prioritized, ESL, Math, Statistics, for others, please talk to your department chairs and deans. More options, e.g. equip some rooms that are flexi rooms, in-person scheduled with students having an option to zoom in.

9.0 Adjournment

Adjourned, 4:15 pm.