

**Academic Senate**

**Present:** Shannan Cooper, Brian Unruh, Lisa Hott, Chris Mangels, Emily Campbell, Katie Beberian, Landon Spencer, Lucia Tejeda, Johnathan Brooks, Stephanie Collier, Karen Roberts, Michelle Bolt, Joshua Dillard, Teresa Mendoza, Katherine Becker, Alicia Crumpler, Jason Ford, Emily Briones, Amelia Sweeney, Mayra Diaz, Sarah Harris, Deborah Nolan, Sondra Bergen, Joseph Teller, Greg Turner, Juan Arzola, Matt Bourez, Jennifer La Serna

**Summary**

**Wednesday, April 22, 2020**

**4:10-5:30 pm, Zoom**

**1. Call to Order**

The meeting was called to order by Greg Turner at approximately 4:10 p.m.

**2. Public Comment**

A. Regarding items NOT on the Agenda: Katie Beberian read an email from Christina Lynch about Proctorio:

“I participated in the webinar this morning about Proctorio, an exam proctoring tool that is now available for all of us to use on Canvas. I'm really alarmed about the equity issues around this and would like the Deans to send out urgent emails to all faculty NOT to use Proctorio unless absolutely necessary, and to offer an alternative for students who can't use it. I'm not saying that all proctoring is bad, and I thought COS should have some proctoring available--but this is not the answer, and the timing is horrendous. Here are my concerns:

1. Proctorio only works on computers that have Google Chrome. It does not work on phones. MANY OF OUR STUDENTS CANNOT MEET THIS REQUIREMENT.
2. It requires fairly high-speed internet connection. MANY OF OUR STUDENTS CANNOT MEET THIS REQUIREMENT.
3. The Proctorio settings include requirements for a webcam and microphone (instructor chooses to activate these settings or not). MANY OF OUR STUDENTS CANNOT MEET THIS REQUIREMENT.
4. It has an instructor setting asking for a photo ID. MANY OF OUR STUDENTS CANNOT MEET THIS REQUIREMENT.
5. It flags as a violation when someone else enters the room while the exam is in progress (instructor chooses to activate this setting). MANY OF OUR STUDENTS CANNOT MEET THIS REQUIREMENT.
6. In the seminar, it was spelled out that courses using Proctorio should have language in the syllabus from Day One requiring students to have a webcam and microphone and spell out what Proctorio is and what it will require. IT IS TOO LATE TO DO THIS FOR THIS SEMESTER.

I completely understand concerns around cheating, but these should not override concerns around equity. I don't want the final exam to be the place where students discover that they can't pass the class they have been working so hard to finish, all because they don't have the tech/ID requirements or get flagged as "cheating" because their kid or roommate walks through the room.”

B. Regarding items on the Agenda:

1. Greg Turner requested to move items D and E to Action. No objections

**3. Action Items**

* 1. Proposed Changes to the Institutional Strategic Planning Model Timelines- Ӧztürk/Arzola

M/ Alicia Crumpler 2nd/ Landon Spencer. MSA

* 1. Proposed Modification to Integrated Planning Manual Language related to Strategic Plan Planning Cycle- Ӧztürk/Arzola. M/Alicia Crumpler. 2nd/Stephanie Collier
  2. Instructional Council’s recommendation for finals:

“*In order to support student success during the current COVID-19 emergency, the Instructional Council recommends adjusting the spring 2020 final exam schedule to allow faculty to have the flexibility to adjust the final exam time as long as it includes the original time frame, is held during finals week, and the exam/presentation/final, cannot be longer than the original time allotted (110 minutes). If a faculty member requires a synchronous final exam, this final must take place during the regularly scheduled exam time. All other contractual requirements and normal processes for final exams remain in place.”*

Chris Mangels moved to approve the recommendation as written in the Zoom Chat by Dr.

La Serna at 4:57 pm. 2nd/Lisa Hott. MSA

**Consent Action Items:** M/Chris Mangels 2nd/Lisa Hott

1. Minutes
2. Curriculum
3. Faculty Appointments: None

**4. Discussion**

1. Emergency Temporary DE Blanket Addendums for Summer and Fall 2020: Sarah Harris presented. The new form will have 2 choices: ongoing or emergency. This allows for a course to be approved for just the summer and/or fall or to have a permanent addendum. Documents are due to the Chancellor’s Office by May 20.
2. Instructional Council’s recommendation for finals:

*“"Based on the current COVID-19 emergency in order to support student success, the Instructional Council recommends adjusting the spring 2020 final exam schedule to allow faculty to have the flexibility to adjust the final exam time as long as it includes the original time frame, is held during finals week, and the exam/presentation/final, cannot be longer than the original time allotted (110 minutes). All other contractual requirements and normal processes for final exams remain in place*."

A modification was suggested:

“*In order to support student success during the current COVID-19 emergency, the Instructional Council recommends adjusting the spring 2020 final exam schedule to allow faculty to have the flexibility to adjust the final exam time as long as it includes the original time frame, is held during finals week, and the exam/presentation/final, cannot be longer than the original time allotted (110 minutes). If a faculty member requires a synchronous final exam, this final must take place during the regularly scheduled exam time. All other contractual requirements and normal processes for final exams remain in place.”*

Moved to Action/Chris Mangels 2nd/Lisa Hott. MSA

1. Discipline Re-Assignments. Sarah Harris presented the update.
2. Proposed Changes to the Institutional Strategic Planning Model Timelines: Dr Ӧztürk and Juan Arzola presented.
3. 2020 Annual Report on the COS 2015-2025 Master Plan (DRAFT)-Ӧztürk/Arzola

Submitted by Sondra Bergen