

COA Academic Senate Meeting Minutes Thursday, April 2, 2020		
Meeting Called To Order: 12:20pm via Zoom		
Senators in Attendance: Matthew Goldstein (Chair), Andrew Park, Jennifer Fowler, Richard Kaser, Phyllis Tappe, Bruce Pettyjohn, Hoi Ko, Jeff Sanceri, Jayne Smithson, Sue Altenbach, Marissa Nakano (minute taker)		
Guests in attendance: none		
Agenda Item	Summary	Motion
Agenda Review & Approval	Discussion: none Modifications: none	Motion to approve agenda for April 2, 2020 First: Jayne Smithson Second: Hoi Ko In Favor: all senators present Motion passes
Review of Minutes:	Discussion: none Corrections: none	Motion to approve minutes from March 26, 2020 First: Jennifer Fowler Second: Andrew Park In Favor: all senators present Not in favor: 0 senators Abstained: 0 senator Motion passes
Action items: 1. Res. re senate consultation during district emergencies (J. Sanceri)	<u>Summary of Discussion:</u> Jeff emailed senators a draft a few days ago and followed up with a second email incorporating feedback. Senators also discussed VC Brown's email to faculty regarding faculty initiating contact during the	Motion for Jeff Sanceri to continue crafting the resolution regarding senate consultation during district emergencies and present to Academic Senate at next meeting. First: Jennifer Fowler

<p>2. Adopt electronic voting system: Qualtrics (https://www.qualtrics.com/security-statement/) or Helios (https://heliosvoting.org/privacy) (R. Kaeser)</p>	<p>canceled. There were questions raised surrounding the collection of the data and the survey itself. It was agreed that Jeff will continue to craft the resolution and present it at the next AS meeting (senators trust Jeff to do a thorough job.)</p> <p><u>Summary of Discussion:</u> Richard shared his experience exploring Qualtrics and Helios as online/electronic options to cast senator votes. He shared that the committee's recommendation would be Qualtrics.</p> <p>Senators discussed pros, potential challenges and solutions for each option. Andrew Park stated that if a purchase upgrade was needed for the tool, it would be a reasonable expense that AS can justify. It was recommended that, if needed, AS asks for support from Institutional research for data collection, and use COA-FAS to reach the updated list of full time and part time faculty members.</p> <p>Senators will recommend Qualtrics as the tool for the election based on the recommendation by the election committee.</p> <p>Additionally, majority of senators agreed that incorrectly submitted nominations should be followed up with an email from the election committee member.</p>	<p>Second: Bruce Pettyjohn In Favor: all senators present Not in favor: 0 senators Abstained: 0 senator Motion passes</p> <p>Motion to approve Qualtrics as the tool for Academic Senate elections.</p> <p>First: Hoi Ko Second: Jeff Sanceri In Favor: all senators present Not in favor: 0 senators Abstained: 0 senator Motion passes</p>
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<p>3. Consider moving 4/30 AS mtg back to 4/16 (M. Goldstein)</p>	<p>Matthew Goldstein corrected that since Bruce Pettyjohn was appointed to an AS seat, his position is up for nomination. Matthew will adjust to include for election.</p>	<p>Motion to approve moving Academic Senate meeting from April 30, 2020 back to April 16, 2020.</p> <p>First: Hoi Ko Second: Sue Altenbach In Favor: all senators present Not in favor: 0 senators Abstained: 0 senator Motion passes</p>
<p>Discussion:</p> <ol style="list-style-type: none"> 1. District shutdown's consequences for CE (H. Ko) 	<p><u>Summary of Discussion Item #1:</u></p> <p>Hoi Ko updated senators on how Shelter-In-Place, PCCD emergency policy, and the CE department is affecting the continuation of CE classes in spring 2020. Due to the nature of many CE programs, the hands-on lessons will have to be taught after PCCD reopens in June. Since lecture and lab work together, instructors will have to teach twice (online in spring 2020, then lab in summer after PCCD reopens).</p> <p>Bruce and Hoi brought to the attention of senators how the consequences of shelter in place will affect all students in this year's AMT cohort and following cohorts.</p>	

4. COA AS scholarship draft (A. Park)	<u>Summary of Discussion Item #4:</u> Andrew Park presented the updated draft with senator input to AS. Still seeking input from AS. Short discussion regarding GPA and 6 units. Andrew will bring back more information regarding this criteria, and will put the COA AS scholarship as an action item next meeting.	
Officer Reports	None	
Announcements	None	
Public Comment	No public comments	
Proposed agenda items for April 16, 2020 meeting		
Adjournment	Meeting adjourned, 1:20	Motion to adjourn meeting First: Jeff Sanceri Second: Hoi Ko In Favor: all senators present Motion passes