



1. Announcements:

Lead faculty in each cluster to help build out more support for faculty. Keep an eye out from your lead trainer. Can ask Jennifer Fowler or Dr. Diana Bajrami to Union chapter meetings once a week rotating at each campus; COA will be April 30, 12:00 – 1:30pm. Keep eye out for an email.

https://docs.google.com/forms/d/e/1FAIpQLSeJgmSKS3fDYEyeEZJuhjet0Fn6u6Gvp9h2a5AN9To7UFI0Fg/viewform?usp=sf_link

Shout out to Jennifer, Dr. Bajrami, Maurice and others who've supported in training faculty.

2. HSI/ACCESO Director – *Horacio Corona Lira*
Mayra Arevalo will be Staff for HSI grant.

3. Counseling updates – *Vivian Virkkila*

Pre-req clearance forms can be done online w/o seeing a counselor or making an appointment.

Online chat, usually open 8am-430pm. Usually someone scheduled to be on the online chat. Can access through counseling website. If someone is not on at the time, can leave a message and get a response within 24 hours. There's also a tab on Canvas.

Zoom appointments available. Flyer will be out soon.

Financial aid has chat as well. Students are getting directed to services.

4. EOPS/CARE/Calworks – *Marissa Nakano*

Still up and running. Students able to book appointments online; info on EOPS/CARE/Calworks website.

Doing case-by-case to hopefully meet their needs. Fully on zoom, through email.

Students still using fee waivers for transfer applications and book vouchers for summer.

Cancelled EOPS progress reports for remainder of semester.

Email Marissa if you have a student who's in EOPS and has any issues.

5. Chair Elections – *Vanson Nguyen*

Each faculty member who's teaching this semester is eligible to vote; each should have received an email originating from Marissa Nakano with the subject title "CoA Department Chair Election Ballot". Double check spam folders if you or someone you know didn't get an email.

6. LRC services – *Trish Nelson*



Can have tutor embedded in your class who can answer chat questions among other things. Go through the chat and start the next class with unanswered questions from the chat. Make a request by emailing Anna (aoneal@peralta.edu).

Send Anna O'Neal (aoneal@peralta.edu) any concerns like helping students with take home exams.

Students don't need to make an appointment, just drop in during the hours of M-TH 10:30-5:00pm, F 10:30-2:00pm: <https://cccconfer.zoom.us/my/coatutor>

Best way to get help in a paper in a non-English class: have students tell tutors they need help with writing.

There's a tutoring button on Course Navigation (on the left side) in Canvas.

7. Zoom Crashers – *Jennifer Fowler*

Uninvited guests dropping into your zoom session.

Tips:

<https://docs.google.com/document/d/1o16M200ruwHCA3iBqg72yKo3vjxXCblmNGZeV38smUs/edit?usp=sharing>

- Never share link to your zoom room outside of your course or publicly; only share them in your course or via email with your students.
- Adjust screen sharing options where “Host only” can share screen and who else can share screen when someone else is sharing. You can assign co-host with another student.
- Mute all participants when participants enter the room.
- Disable attendee annotation.
- Not in the document: enable waiting room feature. You can admit names that you recognize. To turn on: log into CCCConfer Zoom account, click settings, click meetings, click in-meetings advance, scroll down towards the bottom “Turn on waiting room” <https://support.zoom.us/hc/en-us/articles/115000332726-Waiting-Room>
- California Virtual Campus Online Education Initiative website. They have a whole series of Canvas and other online resources, along with recent info that they and TECH Connect shared on zoom meeting safety. www.cvc.edu/tag/techconnect

8. Guided Pathways Update – *Trish Nelson*

Two new teams for next semester: Mapping Meta Majors and Equity Student Services Research. Looking for faculty leads for both teams. Teams of 4 will consist of 1 instructional faculty, 1 counseling faculty, 1 instructional classified professional, and 1 students services classified professional.



Statements of interest are due Monday, April 28; for faculty in instruction, email Don Miller (ddmiller@peralta.edu) and for faculty in student services, email Tina Vasconcellos (tvasconcellos@peralta.edu).

9. VPI Updates – *Don Miller*

a. Course deactivation: COPED 451

This is subject based. If you want to offer to students, go in a create one specific to subject matter as required by state. Need an occupational TOP code, mainly for CE disciplines. Change the Occupational TOP to the one for your area and change the subject to your subject.

b. Scheduling for Fall and DE addendums

Potentially another Shelter-In-Place Don asked to check-in with chairs: which courses can be offered in online format? Do we have faculty trained? Maybe we'll plan ahead and offer a few more sections online instead of face-to-face.

Blanket DE addendum the State allowed us to do currently. Required by state is to maintain quality instruction. By Dec 30, 2020, all courses have gone through DE Addendum process. Curriculum committee working on a process to help chairs with DE addendums. Other option: if you're not comfortable with the course being online outside of emergency circumstances, Jayne can work with you to help write something in the course outline to indicate this. An email will go out to everyone about your courses that might want to be taught online. Everyone is onboard to help instructors move courses to online DE addendum.

If you think your course is not a good fit other than emergency, Laney has a form, but CoA wants to put a note in the DE addendum.

Faculty will be able to participate in decision about moving classes to online. Deans question to chairs: do you have questions regarding classes you'd like to switch to online right now for Fall 2020? Federal definition of online have both synchronous and asynchronous. If you're planning to convert to online but do synchronous, must make a note in the schedule to tell students.

Looking at heavy duty proctoring software. Not sure about proctoring center, yet.

c. Evaluations:

i. TRC and/or PT & Tenured faculty

Waiting for PFT and district leadership to come to agreement.



- ii. Signing documents
Physical signature is required. Waiting for an upcoming meeting on Monday.

 - d. Faculty Diversity Internship Program
Interns have mentors who are existing faculty. Great resource for future instructors for us, especially in it's hard to find.

 - e. Webinars & Trainings
Keep looking for Jen Fowler and Dr. Bajrami's messages. DE April newsletter is coming soon.
10. Unanswered chat questions:
- a. Issues with connecting to Canvas/downloading links on Canvas:
 - i. Jen Fowler's response: I haven't had any global reports of anything like that being down in Canvas system wide, but connect with Diana and I and we can take a look in your shell.
 - b. Can we make a physical card a requirement for online classes?
 - i. Don's response: currently not a practice in face-to-face classes. Will need to investigate further.
11. Next meeting date: May 12, 12:30 – 2:00pm (Attendance: Linda Thompson, Silverster Henderson, Rochelle Olive, Reza Majlesi, Blair Norton, John Taylor, Carla Pegues, Jennifer Fowler, Vivian Virkkila, Jayne Smithson, Cady Carmichael, Cindy Weiss, Trish Nelson, Hoi Ko, Ed Loretto, Khalilah Beal, OJ Roundtree, Christa Ferrero-Castaneda, Vanson Nguyen, Don Miller; Guests: Andrew Park, Marissa Nakano, Dominique Benavides, Eva Jennings, Lilia Celhay)