

REDWOODS COMMUNITY COLLEGE DISTRICT

Meeting of the Associate Faculty Committee

Eureka: 7351 Tompkins Hill Road, *FM 107*

Friday May 3, 2019

10:00 am

AGENDA

1. Call To Order
2. Introductions and Public Comment: Participants are invited to make comments regarding any subject appropriate to the Associate Faculty Committee.
3. Approve April 5, 2019 Meeting Minutes (Attachment)
4. Discussion Items
 - 4.1 Academic Senate Update
 - 4.2 Committee Structure
 - 4.3 Other items
5. Announcements and Open Forum
6. Adjournment

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Please contact Academic Senate Support, 7351 Tompkins Hill Road, Eureka, CA 95501, (707) 476-4259: Office Hours, M – F 8:30 am – 5:00 pm (hours may vary due to meeting schedules).

***Next Meeting:
TBD***

REDWOODS COMMUNITY COLLEGE DISTRICT

Meeting of the Associate Faculty Committee

Eureka: 7351 Tompkins Hill Road, *FM 107*

Friday April 4, 2019

11:00 AM

Draft of MINUTES

In attendance: Stuart Altschuler, Shannon Mondor, Laurel Jean, Steven Quiggle.

By phone: Sandra Rowan, Melissa Courtnage, Melissa Ruiz, Robyn Roberson, Laura Wolfson.

1. Call to order by Stuart Altschuler at 11:02 AM.

Introductions:

- Steven Quiggle—Psychology
- Laurel Jean—Humanities
- Shannon Mondor—English
- Stuart Altschuler—Addiction Studies
- Melissa Courtnage—(Del Norte) History
- Melissa Ruiz—(KT) Director of Student Services
- Sandra Rowan—(Pelican Bay) Business
- Laura Wolfson—Business
- Robyn Roberson—English

2 Public Comments: N/A.

3. Minutes from AFC meeting on March 8, 2019

Motion to approve by Melissa Courtnage.

Second by Steven Quiggle.

Corrections: none.

Minutes unanimously approved.

4. Discussion Items

4.1 Academic Senate Update

- All of the submitted curriculum was approved.
- There was approval of round two faculty development funding.
- Applications for round 3 of faculty development funding are due April 19. There is still almost \$11,000 available.
- Faculty development funding application forms are available from Hillary Reed.
 - The new Associate Faculty webpage is complete with all necessary links and a Table of Contents to bring you right to the appropriate topic down the page.

The faculty development funding application is available at one of those links there.

- Stuart Altschuler plans to send a link to the new Associate Faculty webpage in the next few days. It's been up for the last week. Let us know about any improvements you have in mind.
- There was some discussion about the California Virtual College (CVC) and the Online Education Initiative (OEI). At today's meeting there will be a discussion on the OEI resolution.
- The Book of the Year Committee was discussed. The consensus among Senators was to continue it. There's a committee meeting to determine the book for next year.
 - An AFC attendee asked a question about the BOTY survey that people filled out, which she had completed.
 - Stuart Altschuler offers reading the book as extra credit for his students since the books didn't fit into the class, but it did connect to their course content.
 - If the book is peripherally relevant, giving extra credit is a good incentive.
 - Steven Quiggle also does this kind of thing to encourage more reading. Find a text that is also in film that relates to course content.
 - Stuart Altschuler has his students do a film review. He provides a list of recommended films going back to the 1930s, and they can also choose their own option.
- Angelina Hill gave a report on Dual Enrollment. College of the Redwoods is currently offering transfer classes at Eureka High and Fortuna High, not in the Northern Humboldt District.
 - Ferndale is starting a welding class, and when another teacher gets his Master's degree, there will be a course offered in history.
 - Q: Who would be the contact person for Dual Enrollment information?
 - A: There is a woman who works as a liason between the high schools and CR. Angelina Hill is a good person to contact about this.
- Today's Senate meeting—there's a Senate Resolution for CR joining the OEI. That resolution will be discussed and then voted on at the next Senate meeting. This resolution is required to let OEI know CR wants to participate. Stuart Altschuler read the Resolution in today's Senate meeting packet out loud to the group.
 - Concerns were expressed about OEI: One AF has attended many meetings around the state talking to Associate Faculty who drive to many different schools to make a living. By joining the OEI, she insists we are running the risk of losing students who would normally come up to enroll in CR. Also, from the instructor perspective, what guarantees are in place to protect instructors from losing their courses?
 - The resolution on the table today is not a commitment to join the OEI, but it's a commitment to indicate our interest in joining. It's a required step but not one with an outcome that is locked in, exactly. If the resolution is not submitted, we are out of the process. But by submitting a resolution, we continue to be eligible to join should the college decide that is in our best interest.

- After taking the OTLT training at CR, an Associate Faculty member taught online at Ithaca College, and began getting hate mail from their faculty for taking their jobs away.
- It's an incredible amount of work to develop an online course.
- There's a difference between developing an online course that belongs to CR that we get paid extra money for developing, and the ones we develop ourselves that belong to us.
- Check out the link to CVC-OEI site to see the kinds of online course options currently available to students in our state: <https://cvc.edu/>
- There was a comment about AB 897, which will increase the load that Associate Faculty can teach. If passed, the new law would go into effect next January (2020). *Please see the language of the bill at the end of these minutes for details.
 - 2/3 of community college instructors around the state are Associate Faculty.
- There was a Program Viability Committee (PVC) report from Peter Blakemore—The first new 4020 program was recommended to go forward. The committee reviewed 2 programs that went through the 4021 process, which were recommended to continue.
 - When programs are under review, the Dean and a FT faculty member from the department are added to the committee, yet Addiction Studies does not have a FT faculty member. It would be good to know in advance when programs are up for review.
 - The new PVC process is active and new procedures are going well. It's a standing committee that can provide consistent evaluation, recommendations, and follow through for the variety of programs assessed.
- College Update:
 - Northern Humboldt classes will be held during summer. The college will be offering some classes at HSU this summer.
 - There is a goal of completing a new syllabus cover sheet with just one page of requirements, and 6-8 pages of optional information faculty can elect to include (or not).
 - The DE syllabus template is still in development.
 - The book store will change for spring term 2020. Submit orders as you normally would for summer and fall terms.
 - Book orders are not due from Associate Faculty at the same time as for Full Time faculty due to AF getting assignments later in the semester than FT faculty.
- Question: If I want to use an open education resource (OER), do I let anyone know, or do I just tell my students?
 - A: I don't think there's any requirement that you let administrators know about that, but there is a way to get your course classified as Zero Textbook Cost (ZTC) or Low Textbook Cost (LTC), which would be worth looking into.
- This is a link to the OEI Rubric, which our college has agreed to follow as the standard for developing online classes:
 - <https://onlinenetworkofeducators.org/course-design-academy/online-course-rubric/>

Other Items

- On April 12 from 11 AM to 12 PM in Del Norte, John Johnston, Michelle Haggerty, Angelina Hill, and Wendy Bates are going up to meet with faculty who are teaching at Pelican Bay to discuss it, streamline dynamics, and see how to best support Pelican Bay instructors.
- CRFO members—please go to your email SurveyMonkey and vote for the Constitution. We need more votes to approve the new Constitution.
- Unemployment Issues—How does it work for AF?
 - Visit the EDD website—How to go through and apply is clear.
 - Human Resources folks do not necessarily know how to advise us all that well because they haven't gone through the process themselves, even though they are well intentioned and want to be helpful.
 - Always say you are looking for work. Declaring you are not or have not looked for work will make you ineligible for benefits during that period.
 - You can click “next” at the bottom of the page where you are asked to provide the details of the contact you've made in seeking work. It's not required to enter this information on the bi-weekly continued claim forms.
 - There was a question of whether AFC could or should create a step by step guide to filing for unemployment and completing the continued claim forms.
 - Associate Faculty at a FACCC meeting had a PowerPoint presentation that already exists. Also, there is a PowerPoint on this topic on the Associate Faculty webpage.
 - Sandra Rowan has a PowerPoint that goes through the application and claim process number by number that was developed by the bargaining unit at HSU. She said that she would share this with Associate Faculty at CR.
- Generally 10-15 Associate Faculty are teaching each semester at KT, and nearly all of them drive in from the coast. Melissa Ruiz and three other folks are local. Many faculty members teach in several disciplines. She tends to schedule them to not go over two days of driving and tries to get them a one day a week schedule if possible, except for classes where it's not beneficial to students to have it all happen on the same day.
- On Thursday evening, April 18, LRC 105 and Telepresence to KT and Del Norte from 5:30 to 8:30 PM there will be a panel of recent local graduates working in the field of Addiction Studies. Refreshments will be served, and the event is open to anyone and everyone.
 - Melissa Ruiz would like a flyer to appeal to Telepresence folks in KT so that they feel invited to attend in KT rather than needing to go in person at the Eureka Main Campus.
- An Associate Faculty member asked a question about the Associate Faculty course load possibly increasing?
 - Answer: The change to AF load is contingent upon AB 897 passing. Details are provided below.

- Please check out the details on this and other legislation potentially impacting Associate Faculty at the FACCC link:
<http://ctweb.capitoltrack.com/public/publishbillinfo.aspx?bi=1dD4FM6UZ038cdzUQZLC1Mp7%2fs2snDSa6NcObLCsYJBWvs6bCz0iPWCPNXjSWJDVdRz2lzWyp2KFSaXlExT38A%3d%3d>

“AB 897 Medina D Community colleges: part-time employees.

Status: 4/3/2019-From committee: Do pass and re-refer to Com. on APPR. (Ayes 11. Noes 0.) (April 2). Re-referred to Com. on APPR.

Position Co-Sponsor

Laws: An act to amend Sections 87482.3 and 87482.5 of the Education Code, relating to community colleges.

Summary:

Existing law establishes the California Community Colleges under the administration of the Board of Governors of the California Community Colleges. Existing law authorizes the establishment of community college districts under the administration of community college governing boards, and authorizes these districts to provide instruction at community college campuses throughout the state. Existing law requires community colleges, as a condition of receiving funding allocated for the Student Success and Support Program, to negotiate in good faith with the exclusive representatives for part-time, temporary faculty, the terms of reemployment preference for part-time faculty assignments based on minimum standards up to the range of 60% to 67% of a full-time equivalent load. This bill would instead require that negotiation on reemployment preference for part-time, temporary faculty assignments be based on the minimum standards not exceeding 80% to 85%, and would prohibit the district from restricting the terms of the negotiated agreement to less than that range, unless explicitly agreed upon by an individual part-time, temporary faculty member and the district. This bill would require the community college to commence the negotiation of these terms no later than the expiration of any negotiated agreement in effect on January 1, 2020, and for any community college that does not have a collective bargaining agreement in effect as of January 1, 2020, upon the effective date of the bill. The bill would make conforming changes and repeal obsolete provisions. This bill contains other related provisions and other existing laws.

SB 777 Rubio D Community colleges: full-time instruction.

Status: 3/15/2019-Set for hearing April 10.

Position Co-Sponsor

Laws: An act to amend Section 87482.6 of the Education Code, relating to community colleges.

Summary:

Existing law establishes the California Community Colleges under the administration of the Board of Governors of the California Community Colleges. Existing law authorizes the establishment of community college districts under the administration of community college governing boards, and authorizes these districts to provide instruction at community college campuses throughout the state. Existing law requires that community college districts with less than 75% of their hours of credit instruction taught by full-time instructors apply a portion of their program improvement allocation, as provided, to reaching the 75% standard. This bill would require a district that has less than 75% of its hours of credit instruction taught by full-time instructors to make, at a minimum, an annual 10% reduction in the district's deficit, defined as the gap between 75% of the total district credit hours taught and the total of those taught by full-time faculty. This bill would require the chancellor to annually compute and report by March 15 of each year to each community college district, the district's status with respect to progress toward the 75% goal, the additional hours of full-time faculty credit instruction needed to make a 10% improvement in the district's deficit, and a conversion of the calculated hours to the number of full-time faculty required. This bill would require a district to develop and maintain a 5-year plan for making progress towards achieving the 75% full-time faculty goal, including specified strategies. This bill would require the chancellor to annually determine, on or before December 31, the extent to which each district, by September 30, has hired the number of full-time faculty to achieve the 10% reduction in the district's deficit, and reduce the district's base budget for the current year and subsequent fiscal years by an amount equivalent to the average replacement cost times the deficiency in the number of full-time faculty. By placing additional duties upon a community college district, the bill would impose a state-mandated local program. This bill contains other related provisions and other existing laws." (from FACCC website).

- Question: I heard a rumor that the college is planning to reduce class sizes from 28 to 22. Is this true?
 - The student cap for each course is determined locally here at CR as part of the curriculum process. The Course Outline of Record, or COR, has a space where this number is determined as the outlines are produced for new courses or revised or updated for existing courses. There would not be a unilateral change in course caps at this college because of the precedent of the responsibility for this decision resting with the Curriculum Committee, via the Academic Senate.
- The group had a discussion of assigning writing and considering the student cap in each class, since evaluating writing in any class involves tremendous work and time from instructors.
- Shannon Mondor's first two-year term as Associate Faculty Representative is up this semester on the Academic Senate. She is planning to seek re-election, but it's great to have competition for these leadership roles. We're seeking nominees to run for this position. It's a two-year position.
- Sandra Rowan's (fourth) two-year position is up for CRFO Associate Faculty Representative. There will be an election for this Representative in the next month.

5. Motion to adjourn at 12:06 PM.

Move by Sandra Rowan.

Second by Laurel Jean.

Minutes submitted by Shannon Mondor.

The Next AFC meeting (our final one of the semester) will happen Friday, May 3 from 10:00 to 11:00 PM in FM 107. Please attend in person or via Zoom.