



## MVC Academic Planning Council

Emergency Meeting Notes

Friday, April 7, 2020

Zoom Web Conference

3:00 PM – 5:00 PM

Call to Order: 3:04 PM

- I. Roll Call:  
Anna Marie Amezcua, James Banks, Fabian Biancardi, Larisa Broyles, Sean Drake, Laura Dunphy, Jennifer Floerke, Bob Fontaine, Melody Graveen, Lisa Hausladen, Jim Lambert, Carlos Lopez, Shara Marshall, Bonnie Montes, Sonya Nyrop, Jeff Rhyne, Adviye Tolunay  
  
Recorder: Jennifer Cruz
- II. Floerke shared that on April 6, 2020, she attended a meeting with District leaders and needed input from faculty regarding scheduling Summer 2020 classes. All decisions need to be communicated to the Deans and VPAA by April 9, 2020. The emergency addendum only extends through Spring 2020. When planning, the guiding principles should be students first, faculty load, and then apportionment. Options include keeping the schedule as is, scheduling only online classes, or scheduling only hybrid classes. Nobody from Senate spoke up in agreement of the hybrid-only option.
- III. Fontaine shared that at BCTC, essential training is required. Online doesn't cut it. Hybrid format classes would accomplish this.
- IV. Lopez stated that there will be an exception for public safety so the plan to go hybrid is viable. A lot of this is driven by county health orders. Any class that can be online should be online for the summer. Those that cannot be done online, would be considered for hybrid. For example, Anatomy & Physiology lectures would be online but labs would be on ground. There was no push to put all classes into hybrid status. The US Dept of Education has waived distance education requirements for Spring only, so all the regular rules apply during the summer term. The state chancellor's office is trying to weave some middle ground.
- V. Floerke stated that all the classes now have DE addendums. Lopez said we just need to have a plan to take things through approval. Work with curriculum committee to ensure that addendums have end dates.
- VI. Tolunay stated that because they now have time to plan, they need to separate classes that can be taught solely online, and design them that way. Tolunay does not support the idea of going into hybrid classes. Students deserve to know what they are signing up for.
- VII. Drake said many math courses are already approved to be online but some aren't. Can administration approve replacing the non-approved math classes for approved classes?
- VIII. Lopez said the classes don't have to be fully approved, but there needs to be a plan for getting them approved through December 2020. Schedules were initially due today but it

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- has been pushed out three weeks. The IDS's need time to enter all of the summer classes before registration opens in May.
- IX. Drake asked if the courses that aren't approved for online courses could be offered for face to face and then converted if we cannot return, under an emergency addendum. Historically there was an unwritten policy that you had to plan summer courses for 8 weeks. Biancardi said Drake's suggestion to offer 8-week courses in the summer is not an insurmountable task and the Chancellor has taken it into consideration.
  - X. Rhyme asked if the Dept. of Ed. has expressed inclinations that they will ease up DE requirements. Lopez shared a memo from the state Chancellor's office stating that "it is unknown whether accommodations or flexibility will be provided or required for these subsequent academic terms." All colleges are required to submit an addendum for summer by May 20<sup>th</sup> and it is strongly recommended to plan to submit a fall addendum by July 1<sup>st</sup>.
  - XI. Floerke shared faculty concerns around planning hybrid classes and the unclear messaging to students. Students will be unprepared to switch to face-to-face instruction mid-summer.
  - XII. Marshall shared that NSK want their courses to be hybrid but they don't want to lie to students expecting a face-to-face portion. CPR and Kinesiology classes can't be done online. Lab technology is not ideal for students. Chemistry believes they can offer courses entirely online but there are concerns about purchasing the science kits. They do not want to shift all the costs to students.
  - XIII. Banks expressed concerns regarding dental programs and the lab requirements for both hygienists and assistants. Per Lopez, the dental accrediting team has given some flexibility but there is still a hard in-person clinical requirement.
  - XIV. Floerke's task is to bring forth recommendation to Academic Senate. Should we re-examine our summer schedule, build it ideally, and propose it with rationale to the deans? Then we can have conversations regarding who should teach, whether schedules should change, etc.
  - XV. Lopez clarified that hybrid class online/lecture instruction does not need to be split 50/50.
  - XVI. Drake suggested that APC recommend that all classes go online, and it is up to the chairs to determine exceptions that need to be hybrid.
  - XVII. Rhyme asked for clarification around the benefit of scheduling hybrid classes. If we are required to be fully online, the purpose would be defeated. Lopez stated that it could happen, but it would be a smaller issue to deal with.
  - XVIII. Rhyme suggested that departments that must schedule lab hours need to be careful to limit how many students are on campus at one time, so departments need to work together.
  - XIX. Drake suggested that we clearly advertise the possibility that any class will be pushed to fully online so students are aware when they register.
  - XX. Lopez stated that whatever is decided, all three colleges will operate the same way.

- XXI. Amezquita shared that she and Graveen started drafting an email to send the current schedule out and ask all faculty that schedule if those classes are classes they want to schedule online. If not, why? What do you recommend instead? If so, what do you need?
- XXII. Tolunay asked for advice around ensuring that online classes are taught by faculty with online teaching skills. Amezquita suggested discussing with the faculty because converting to online will require approving a new TA. Drake said this is a faculty association issue.
- XXIII. Biancardi said it can be tricky to handle because it is hard to gauge how “good” someone is at teaching online. Discussions with faculty who may be struggling with online teaching should be had now. Be mindful that it is difficult to cancel CTE classes because you risk stopping funding. CTE classes must be postponed, not canceled.
- XXIV. Floerke requested that APC follow up with any scheduling faculty not in this meeting to ensure all are in agreement. The goal is to make a schedule that is consistent for students.
- XXV. Drake clarified that the responsibility is to provide recommendations of which classes should be online, which can be online, and then submit to VPAA. Amezquita and Graveen will send an email to faculty by tonight.
- XXVI. Floerke expressed appreciation for this team and how smoothly things are going.
- XXVII. Amezquita stated that getting a class scheduled is higher priority than assigning a faculty member. Only a 6-week calendar can be built now. If 8-week courses are approved, those courses will be extended individually. Faculty should note which sections will need lab kits so the IDS’s can research and prepare for that need now.
- XXVIII. Biancardi stated that the Faculty Association has been moving toward a model for supporting DSS students wherein the student requests accommodations directly to DSS, and then a DSS expert will go into the course (with faculty permission) and make it compliant.
- XXIX. Rhyne recommended that faculty submit an independent flex activity for professional development time spent transitioning their classes to online, and then chairs will approve. Full-time faculty can do their whole 24-hour obligation and part-time faculty can claim up to 6 hours of pay.
- XXX. Adjournment: 4:35 PM