



santa rosa junior college

All Faculty Association

*AFA is working for you.
The strength of faculty working together.*

GENERAL MEMBERSHIP MEETING MINUTES

May 13, 2020

(Approved by Executive Council on August 26, 2020)

Executive Councilors present (noted by *):

*Sean Martin, *presiding*

*Ashley Arnold

*Paulette Bell

*Shawn Brumbaugh

*Claire Drucker

*Deirdre Frontczak

*Robert Jackson

*Steven Kessler

*Laura Larqué

*Erica Lohne

*Matthew Martin

*Jacqueline McGhee

*Bud Metzger

*Jessica Paisley

*Margaret Pennington

*Karen Stanley

*Erin Sullivan

*Kat Valenzuela

*Sarah Whylly

Negotiators/Appointed Positions present: Mark Ferguson, Karen Frindell Teuscher, Warren Ruud, Julie Thompson

Staff members present: Carol Valencia

The meeting was called to order at 4:40 p.m. via Zoom Conferencing.

Summary of Questions, Comments and Suggestions from AFA Drop-In Listening Session (May 7)

A list of issues was compiled from the session and from email messages sent before the session. The following is the list that was generated and responses for each issue.

1. Adjunct extra pay for transition to remote courses

The District and AFA negotiations teams are working on reaching an agreement on this item. The contents of any resolution will be communicated to all faculty as soon as an agreement is reached.

2. Class size (e.g. for labs) for summer and fall in-person courses

This topic is being discussed during the current negotiations sessions. The contents of any resolution will be communicated to all faculty as soon as an agreement is reached.

3. PGI credit for transition to remote courses

This topic is also being discussed in negotiations. Specifically, AFA is asking that transition work be eligible for PGI credit.

4. Cleaning of facilities prior to return to campus

This safety issue will be negotiated for any face-to-face courses during the summer term or fall semester. It is AFA's goal to ensure adequate protections for both students and faculty.

5. Support for faculty without adequate home internet

This is an ongoing issue. The District is allowing faculty members to check out any equipment it is able to provide. Department funds can also be used to buy additional needed equipment or faculty members can get reimbursed for out-of-pocket expenses to buy needed equipment. Any equipment for which the faculty member is reimbursed would then be "owned" by the District.

6. IT support for use of personal phones

Faculty members seeking support for the use of phones should contact IT. Currently, we know faculty members are able to have calls transferred from their office phone number to their personal number. But that is for forwarding calls; not for sending phone calls. AFA reached out to Pedro Avilla, VPSS, to see whether IT has a solution that we can share with the faculty.

7. Workload reduction (while retaining healthcare) for parents with children at home

AFA is currently negotiating a second side letter agreement with the district to cover the summer and fall 2020 terms. We are exploring options for workload reduction, leaves, and other possible options that may address these concerns. Of course, we can't promise anything regarding negotiations, and the looming budget issues will likely shape any solutions we discuss.

8. Impact of possible enrollment reductions (especially on adjunct jobs)

We currently have no good evidence as to whether enrollment will go up or down in the fall. The impact on classes that require a face-to-face component (e.g. labs, performing arts, industrial tech, etc.) may impact overall enrollment. However, high unemployment and the impact on 4-year campuses may actually drive up student demand. In the past, when the district has had to adjust due to significant budget cuts, they have reduced the schedule of classes; it is possible that this would impact adjunct faculty load. The fact that our district continues to benefit from the fire waiver does provide some disincentive to increase the schedule of classes. Much remains uncertain, and AFA will do everything it can to minimize impacts due to lower enrollment or schedule cuts.

9. Special circumstances of programs that require face-to-face instruction

AFA is aware that some programs and courses cannot proceed without face-to-face components. Nursing, Public Safety, certain labs, industrial tech, fine arts, performing arts, etc. necessitate such interaction. AFA and the district are in the process of negotiating the types of courses, the process for selecting those courses, and any safety precautions that would be necessary to allow such classes to move forward. Much of this depends on direction from the County Department of Health, the State's designation of essential services, and other factors. However, the district and AFA are considering various contingencies and hope to reach agreement on these issues in the second side letter agreement currently under discussion. AFA will be reaching out to departments to get insights on the particular needs of their programs, and we also welcome input from faculty in areas where such needs exist.

10. Need to reduce class-size of some online courses (e.g. film studies) and end extended-lecture

- As with the previous issue, AFA is currently negotiating a variety of impacts of the district decision to move instruction to remote methods, including class size. Some issues regarding class size are pedagogical, and AFA will consult with the Academic Senate on those. In any case, there is clearly a workload differential between online and face-to-face for many classes, and that represents a bargainable issue.
- The pilot program for Extended Lecture is near expiration. AFA and the district are negotiating whether to extend or alter the provisions of that program. Some faculty have expressed the view that multiple sections of certain courses that have been taught in a face-to-face extended lecture format are more appropriately broken into separate sections with standard class maximums when delivered online. Some faculty have expressed the desire to continue extended-lecture courses through summer and fall. It may be that a one-size-fits-all solution is not appropriate, even on a temporary basis. Departments and disciplines, through the scheduling process, should exercise their responsibility to recommend class schedules with these issues in mind.

11. Emergency Distance Education addendum

This is being developed by the Academic Senate. It will allow for courses to be taught in a distance education format and meet the requirements for transferability, etc. We hope the writing and approval process will be a simple one.

12. Virtual proctoring services? Or on-campus proctoring with social distancing?

- The Chancellor's Office has made one such tool available at no cost to districts (Proctorio) which is already integrated into Canvas. If SRJC faculty are interested in using this tool, AFA would need to discuss with the district whether that program will work with SRJC requirements (e.g. meet provisions of contract or policy). Both faculty and students have raised some privacy concerns. There is district policy covering both, so again, AFA needs to determine whether specific elements/functions of such software are in compliance. If faculty are eager to have access to such software or other proctoring tools, please do let AFA know.

- As with other impacts of the pandemic, AFA is in discussion with the district regarding any needed safety protocols (social distancing, cleaning, etc.) that would need to be implemented for face-to-face proctoring in the event that in-person services are made possible by a decision by relevant health officials. There are several issues, including a review of needed facilities, that would need to be addressed. Any courses that did require a face-to-face component would need to be identified in the schedule of classes so that students are aware of that when they register. Anything short of 100% online constitutes a "hybrid" course and would have to be disclosed at the time of registration.

13. Chairs without guidance for fall schedule; faculty need guidance to make decisions

(UPDATED) On May 15, VPAA, Jane Saldaña-Talley sent out a document via email message, "CLARIFYING GUIDANCE FOR SUMMER 2020 PLANNING AND FALL 2020 SCHEDULE DEVELOPMENT" that addresses some of the issues department chairs have raised in developing their schedule recommendations (e.g. whether courses with face-to-face components would be approved). AFA and the Senate collaborated in drafting that message. We recommend all faculty read that document carefully as it has information relevant to all faculty, not just department chairs. Many issues relevant to preparation for summer and fall, e.g. training for online instruction, are addressed there. Numerous topics within the scope of bargaining remain, and these are being discussed at negotiations with a goal of providing additional clarity in a new side letter agreement.

14. Compensation for all faculty working long hours

The District and AFA negotiations teams are working on reaching an agreement on this item. The contents of any resolution will be communicated to all faculty as soon as an agreement is reached. AFA continues to advocate for additional compensation for faculty as they prepare for summer and fall. This, along with other impacts and effects of the decision to require that classes be taught remotely, is a topic to be addressed in our next side letter agreement.

15. Postpone sabbaticals

AFA has discussed the impact of the pandemic on sabbaticals. Some faculty have requested their sabbaticals be postponed or otherwise modified. These requests will be accommodated on a case-by-case basis. In most cases, postponement of sabbaticals has a minimum impact on the budget and operations of the college. More information regarding impacts on sabbaticals will be addressed in the upcoming side letter agreement under discussion in negotiations.

16. Legality of unilateral decision to go online for fall

On May 8, AFA sent a demand to bargain the decision announced by President Chong on April 30. AFA's legal counsel advised that the decision to require that all instruction be delivered through remote methods is negotiable and cannot be imposed unilaterally. As noted in the message VPAA, Jane Saldaña-Talley sent to faculty on May 15, the district acknowledges receipt of AFA's demand to bargain. This matter, along with all other bargainable effects of the decision, is being discussed at negotiations.

17. Online training required for faculty?

Please refer to the message sent by VPAA, Jane Saldaña-Talley on May 15. Here are the relevant excerpts:

- "Faculty members are not required to undergo training of any kind (whether defined in policy or contract) before teaching online classes or offering online student services in the summer and fall. In addition, faculty members are not required to fulfill any Department Specified Provisions (DSPs) that, in typical circumstances, would require training prior to approval to teach online. Even in typical circumstances, DSPs apply only to hourly assignments that are undertaken voluntarily; nothing about our current circumstances is voluntary. In short, instructional and allied faculty assignments cannot be contingent upon completion of online training of any kind."
- "With the exception of DSPs requiring training to teach online, departments will follow the contract in assigning faculty load to the posted schedule. Both the Length of Service List and established load must be honored for all assignments for which a faculty member would be eligible in the absence of the transition to remote methods of instruction and student services."

18. Faculty concerned about exposure when returning to campus

Among the safety issues we are negotiating is the concern expressed by many faculty members about any mandatory return to campus. AFA is intent on ensuring conditions are safe and in compliance with the guidance of public health officials. We also recognize that some faculty who are in a category of people who are especially vulnerable to infection, or who care for others who are in such a category, have a legitimate interest in not being required to return to campus before the pandemic is under control. This matter, too, will be addressed in any upcoming side letter agreement.

19. Will the district leverage emergency to increase online?

This issue is hugely important to AFA and the Academic Senate. We believe that the Chancellor's Office is trying to force this to happen. AFA will work with our colleagues in the Senate to ensure that any increase in the number of online courses will be done responsibly by departments as the subject-matter experts. We will also ensure that it will be done in a way that respects the rights of faculty members and addresses any workload issues.

20. Options for early retirement? Disability pay for incurred injuries?

- As with numerous other questions, any changes to retirement options are subject to upcoming negotiations.
- For claims regarding disability or worker's compensation, faculty members should follow the normal procedures by contacting Susan Muskar, in the Human Resources department (smuskar@santarosa.edu or 707-524-1624).

21. If Adjuncts are bumped, do they relinquish their online materials to the new instructor?

This issue is currently being researched and will be addressed in a future communication.

22. Use of personal expenses to maintain instructional quality (e.g. culinary)

This issue is subject to negotiations. The AFA team is aware of the issue and will address it in upcoming negotiations sessions.

The meeting was adjourned at 5:07 p.m.

Minutes submitted by Carol Valencia.