REDWOODS COMMUNITY COLLEGE DISTRICT  
Meeting of the Associate Faculty Committee  

Eureka: 7351 Tompkins Hill Road, SS 201 (Board Room)  

Thursday, October 16, 2014  

3:00 p.m.  

MINUTES  

1. Call to Order – 3:02 p.m.  

2. Introductions and Public Comment: Participants are invited to make comments regarding any subject appropriate to the Associate Faculty Committee. None  

3. Approve Thursday, September 18, 2014 Meeting Minutes – MOTION: BEAUPRE/WILLE move to approve the minutes of September 18, 2014 - APPROVED  

4. Reports  
   4.1 Canvas LMS Update – Mark Renner reported that a newsletter was sent to all providing information on the Canvas update. Recommendation has been made to adopt Canvas for Fall 2015. One condition was that MyCR would be retained until fall so there would time to migrate. Secondly, it is voluntary to use Canvas for Spring and Summer along with MyCR. Appropriate trainings will be available as part of this process. The other two links in the newsletter were to a survey for those in the pilot program and a survey that went to the students in the pilot program. Both surveys gave substantial information showing that Canvas is the right choice. Would the training be paid training or voluntary training – it will be voluntary training. AP 4105 requires training for teaching Distance Ed. Trainings will be provided for migrating to Canvas, there will be face to face trainings and a series of short, concise tutorial videos. Canvas is very intuitive so training won’t be a burden. This training will count towards Flex. Will MyCR class information be able to migrate over to Canvas – Mark – every LMS that we investigated would require manual exporting (it is a Sakai issue.) The pilot faculty have been working through the methodology to migrate. There will be some serious time to make the transition, but it is eminently doable.  
   4.2 Distance Education Training and Certification – Mark Renner – a question was posed regarding faculty teaching online and being evaluated, how does the evaluator get access to the class and for how long? Mark – the evaluatee must submit a ticket to give the evaluator access to the on line class and the length of time has not been determined. Online classes do not mirror a face to face class, the delivery is quite different. Erin – the discussion forum could take longer to review. Mark – harder to teach an online class, so an issue now
is to train the evaluator on how to do a good evaluation for online classes. Mark – DE certification is new for CR but old for most other colleges. Newly approved AP 4105 has given teeth to our methodology for certifying that our faculty are able to teach DE classes. There are four pathways to certification – all faculty who have taught online in the past are certified until their next evaluation – if the DE component evaluation is good then they are certified. Another pathway would be @One certification. Or the CR Online Certification program – we are anticipating it should be ready in the next 4 weeks. There will be a training program and if you successfully complete it you will be eligible to teach online. Kyle – I’ve taught DE in the past and I’m being evaluated this semester – but I’m not teaching online this semester. So am I still good teaching online? Mark – believes that would still make you good to teach online as the language was not in place when classes were scheduled for Fall. Sandra – anyone can voluntarily take the online training even if you have already taught online. Mark – will be teaching online pedagogy instead of using the school of hard knocks, training will make for better instructors – between 20-30 hours of involvement. @One is a much more rigorous commitment – there is a cost involved and many more hours. It is the gold standard for teaching at any community college in California. Kyle – technology – what kind of changes are we looking at? Mark – John Anderson worked with interactive TV – synchronous, online is an asynchronous method. We have Cisco technology which will eventually give us interactive courses for district classes. Reno is available for assistance with MyCR and learning about Canvas. Colette – Reno is an excellent instructor and very beneficial.

4.3 Associate Faculty Information/Reminders – Office Facility (Eureka), Connie Carlson – many people submitted flex goals on time and that is wonderful, still missing a few, but good job to everyone on getting the goals in. A photocopier has arrived and will be hooked up next for copying, I have talked with ITS about the computer. Kognito is now online through faculty resources – it is available for faculty and students. There is Wi-Fi available in the new faculty office space. Gone next week

4.4 CRFO Update – Sandra Rowan – still voting on the representative for CRFO. Sandra will send out a reminder email. Big push from the State of California to have an increase in the number of noncredit classes, minimum qualifications are being discussed and there is discussion to have a permanent faculty member be part of the vetting process. Noncredit courses can be taught by someone with only a bachelor’s degree while most credit classes require a master’s degree. CRFO is aware that there could be some issues financially based on educational level. Kyle pointed out that many of these courses are taught at a lab level of pay. CRFO is still reviewing the scheduling process – an associate faculty contacted Sandra and was concerned that seniority was not being followed. Several criteria involved in the scheduling process, - successful evaluations, meet the need of the district, permanent faculty have their full load. Concerned that there is no bumping of classes if your class is cancelled. Recommend that you make sure that the
day/time for that class is a good day/time if it has been a previous issue. Kyle – the MOU and the change in language – scheduling in the past was the responsibility of the department chair and then the Dean of Academic Affairs. Now there is no department chair, the dean picks up that responsibility. Erin – we are using the scheduler to work with the deans to make it all come together. Erin asks the scheduler to then email with the faculty/associate faculty. Kyle - the current MOU does not have faculty recommending how the classes should be assigned. Curious as to the process that CRFO went through on this new process – representation, decision making process. At that time Wendy Riggs was the associate faculty representative. Sandra spoke about the section dealing with working 6 out of 10 semesters and this leading to the offer of a one year contract for associate faculty. All associate faculty should be alert to the request for providing your availability for the next semester, there is only one week to respond with your schedule. Erin – we will be looking for scheduling for the whole year in the future. Currently we are in discussion regarding excess funds in the district and how it will be applied. All associate faculty can always contact Sandra through her personal email. CRFO is meeting again tomorrow.

4.5 Academic Senate Update –Colette Beaupre – met on Friday, October 3rd – number of action items – two established that the academic senate co-presidents would have signature power for the ACCJC midterm report and for the basic skills initiative. These were passed. The senate has approved that there will be a late start for the meeting on November 7th as there is a conflict – it will start at 1:45. There was a discussion regarding Canvas – support the decision of the committee; talk of resurrecting the professional relations committee – past protocols – mediate any type of conflict between colleagues; Keith and Erin were able to find alternate instructors for an associate faculty member who had to leave mid semester. Kyle – thank you for a succinct, clear report.

5. Discussion Items
5.1 Associate Faculty needs for an effective transition from Sakai LMS to Canvas LMN over the next few months – Mark reviewed during his presentation
5.2 Faculty across the district have been charged to focus on student persistence – Sandra commented that she keeps attendance in her face to face and online classes. So how do we keep students attending and persisting – Sandra had a wavering student and she personally calls them to remind them that she is a real person that they can relate to or she might be able to recommend someone they can work with. Bringing some humanity into the relationship (not inappropriate) and it helps to retain our students. Colette – good suggestions, give courage to persist. This is a district wide discussion with faculty that meets on a regular basis. Erin noted that the single reason that students persist is knowing that someone cares about them. Vinnie – there is an early alert task force that is starting up again – still working out the details for this. Colette noted that Canvas is great at keeping you up on your students.

6. Announcements and Open Forum – Science night – Friday, October 24th – bring
any children – they’ll have a wonderful time! Vinnie – heard anything about the print card – transaction fee. If you get complaints please get an email you can forward to your dean. Kyle – what happened to the disc golf courses? Next meeting is November 20th.

7. Adjournment – MOTION: GILBERT/BEAUPRE – move to adjourn the meeting. Approved – Adjourned at 4:22 p.m.

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Next Meeting:
November 20, 2014