

COA Academic Senate Meeting Minutes Thursday, Sept 2, 2021		
Meeting Called To Order: 12:21pm via Zoom		
Senators in Attendance: Matt Goldstein, Rich Kaeser, Susanne Altenbach, Jacinda Marshall, Jennifer Fowler (note-taker), Andrew Park, Reza Majlesi, George Cruz, Kwesi Wilson, Khalilah Beal-Uribe, Jacob Schlegel, Bruce Pettyjohn Guests in attendance: Jayne Smithson, lolani Sodhy-Gereben, Dominique Benavides, Diana Bajrami, Drew Burgess, Maurice Jones		
Agenda Item	Summary	Motion
Agenda Review & Approval for Sep 2, 2021	Additions: None	Motion to approve today's agenda. First: A. Park Second: J. Marshall In Favor: All senators present Motion succeeds.
Review of Minutes, May 20, 2021	Discussion: None	Motion to approve the minutes for May 20, 2021. First: B. Pettyjohn Second: S. Altenbach In Favor: All senators present Motion succeeds.
Action Items: 1. FT Career Education Senate Representative	<u>Action #1:</u> <ul style="list-style-type: none"> • Appointment of George Cruz as a FT senator from the Career Education Division. 	Motion to approve the appointment of George Cruz as a FT Senator from the Career Education Division. First: B. Pettyjohn Second: A. Park In Favor: All senators present Motion succeeds.

<p>Discussion Items:</p> <ol style="list-style-type: none">1. Phantom students & enrollment2. Brown Act requirements	<p><u>Discussion #1:</u> M. Goldstein: There's a recent trend of "phantom and fake" students filling class rosters. It's associated with a financial aid scam. Fake and phantom have some identifying factors, which Jayne Smithson noticed over the summer.</p> <ul style="list-style-type: none">• J. Smithson: There appears to be two groups of fraudulent students. Phantom students vs. fake students. Phantom students typically do not have phone numbers on the class roster, will not respond to emails, and don't show up to class. On the other hand, fake students typically have unusual addresses and phone numbers (888 or 800 numbers for example). Fake students might be using bots to generate discussion forum or class responses. Jayne cautioned faculty to check late start and 8-week class rosters, which seems to be the newest area of vulnerability. She also suggested dropping these students immediately. In the worst-case scenario, District Admissions and Records can add a student back quickly that might have been mistaken as a fake or phantom student.• D. Burgess: Had one class where 2/3 of the roster was phantom students.• M. Goldstein: Encouraged faculty to submit census rosters.• D. Benavides: The Office of Instruction is working to query out fake or phantom students that are often listing high schools outside of our service areas. We must stay vigilant because their tactics are getting more sophisticated.• B. Pettyjohn: Asked how we find student phone numbers and contact information in the Faculty Center. President Goldstein asked faculty to weigh out potential student privacy issues when calling students on the phone.• M. Jones: Fraud is ongoing issue. He emphasized the need for instructors to check rosters. If students are disappearing and not participating in their online classes, they need to be dropped as soon as possible.	
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<p>3. Dynamically dated classes</p>	<ul style="list-style-type: none">• A. Park: Noticed some of the fraudulent student ID numbers started with the number 3. Dominique confirmed any new student could have a new student ID starting with the #3, so it's not always a defining characteristic of fraudulent enrollment.• D. Bajrami: Moving forward, the administration is monitoring low enrolled classes that become full overnight. This issue is impacting all California Community Colleges. The entire college and relevant groups are all working together to manage this issue. The question has been asked if all departments affected will be penalized for low enrollments due to this issue. It's not fair, but we have to find a fair solution just as we did with lottery instructional supply funds. We cannot negate the fact this is impacting us in an aggregate way. Advocacy might be at the state. Interim VPI Bajrami asked "how do you want us (admin) to address it?"• K. Wilson: Has a lot of students out of the region and state too. Looks at Canvas analytics to screen out folks for who to drop.• A. Park: One thing senate might do is make recommendations for an attendance policy for online courses.• J. Smithson: Instructors can't drop no shows anymore until the census roster and wants to see the ability for faculty to drop no shows right away.• M. Goldstein: Perhaps hold harmless for Fall 2021.• R. Majlesi: How do we verify student identity?• M. Goldstein: Participation assignment in Canvas can help verify student identity.• D. Bajrami: It should not be the burden of faculty. We are in it together. Spring intersession had other issues other than phantom students. <p><u>Discussion #2:</u> M. Goldstein: Brown Act waiver expires 9/30/21. The waiver has not been extended yet despite hope it would be extended at districts primarily online like ours. ASCCC is saying a bill is on the floor to extend the waiver, but won't be heard until January 2022. There's a chance there might be an emergency</p>	
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extension but barring that emergency declaration we'll be meeting f2f starting October and any committee that is a formal sub-committee of our body. Participatory governance committees are not subject to the Brown Act. Will keep everyone updated.

- A. Park: Reminded that a quorum is still needed to be present in person.

Discussion #3:

D. Bajrami: Changes coming. Enrollment has gone down. Short term courses don't give us the same FTES because of holidays. Over the years, it has been a practice that we don't cancel low enrolled courses and push them back to late start. 44 courses last Fall 2020 were dynamically dated courses. Dynamically dated courses are low in terms of productivity. Winter Intersession is doing well. However when late start classes don't have a predictable schedule of start dates, there are a few key issues: they start at different times, census dates are different and rosters are often not submitted, they never consider what is good for students, human exhaustion of scheduler inserting all of these in the system, etc. Coming up: block schedule for regular and late start courses.

Fall 2021 Changes

Regular & Late Start Courses	
Regular Term Courses	• Regular Full Term: 08/23/2021 – 12/17/2021 with census date of 09/07/20
1 st 8 week Late Start	• 8W1: 08/23/2021 – 10/15/2021 with census date of 09/01/2021
14 Week Late Start	• 09/13-12/17/2021 which is a 14-week session and census date will be 09/30/2021
10 Week Late Start	• DYN 10/11-12/17/2021 10- week session and census date will be 10/22/2021
2 nd 8 Week	• 8W2: 10/18/2021 – 12/10/2021 with census date of 10/27/2021

	<ul style="list-style-type: none"> • D. Burgess: Was curious if ECON department has done this did two back to back 8 week sessions. D. Bajrami confirmed they did successfully. • J. Schlegel: Late start works well in CHEM because a lot of students come in not prepared. Suggested adding a week in between the two back-to-back 8 week courses to allow transition time in between. • J. Marshall: Appreciates the models because it will help counselors and students to have specific times for returning to classes. <p>Motion to extend the meeting for 10 more minutes.</p> <p>First: R. Majlesi Second: B. Pettyjohn In Favor: All senators present Motion succeeds.</p>	
Officer Reports	Nothing to report from: VP J. Fowler, Treasurer A. Park.	
Announcements	None	
DAS Updates/Actions	Report by Matthew Goldstein <ul style="list-style-type: none"> • DAS will be responding formally to the Grand Jury Report. 	
Public Comment/Announcements	None	
Proposed agenda items for future meetings.	<ul style="list-style-type: none"> • Failed searches for faculty and administrative positions. • Brenda Lewis' retirement resolution. • Response to the ACCJC Report. 	
Adjournment	Meeting adjourned at 1:29 p.m.	Motion to adjourn. First: R. Majlesi Second: B. Pettyjohn In Favor: All senators present Motion succeeds.