ACADEMIC SENATE MINUTES

December 10, 2025| 2:30 pm – 4:30 pm | Room 21147 + Zoom for visitors

Agenda Item – Zoom information at end of agenda

1. **Call to Order:** 2:31 pm

2. **Review and Approval of Agenda:** Motion to approve (Peter Zimmer)/seconded (Justin Garoupa)/discussion (none)/approved

3. **Review and Approval of Minutes (November 12, 2025)**: Motion to approve (Justin Garoupa)/seconded (Jeff Judd)/discussion (none)/approved

4. **Public Comments** (3 minutes): *This time is reserved for members of the public to address the Academic Senate. Please limit comments to 3 minutes. In accordance with the Brown Act, the Academic Senate cannot act on items not already on the agenda.* None

5. **Consent Items:** Motion to approve (Catherine Suarez)/seconded (Peter Zimmer)/discussion: Why are in-person Calculus classes effective Fall 2027 but distance education versions are effective Spring 2026? It may be due to differing submission dates. Catherine Suarez will reach out to Craig Kutil for clarification./approved

   5.1 Curriculum Approvals: 11.17.25 & 12.1.25

   5.2 Vice Chancellor, Educational Services and Student Success Hiring Committee: Michael Peterson

6. **Action Items**: None

7. **New Business**
   7.1 Fundraiser Results
   Ashley Young shared the fundraiser results, which reached a final total of $2,358. Four scholarships ($500 each) will be issued with remaining funds going toward the classified appreciation event. PATH had the highest contribution per full-time faculty so one of the scholarships will be in their name and given to a student majoring in a discipline within their division. Next year, any contribution exceeding 100% participation will be calculated differently so smaller departments do not have as much of an advantage. Ashley suggested that an additional scholarship be named after the second-place division since participation was higher than anticipated. After a vote of 2-7, it was decided to remain with only one scholarship being named for a division but to

revisit next year. Clarification that donating to the Foundation Office general fund is not the same as donating to the Academic Senate Foundation fund. Question if the senate has considered setting up an endowment? This has not been considered. Catherine will get more information about potentially establishing an endowment in the future from the Foundation Office when she deposits funds.

7.2 Chatbots
Wanda Butterfly presented a custom AI assistant, ComplyBot, that will address accessibility concerns. She displayed an example of a syllabus with several accessibility issues and how it appears when using a screen reader. An example was then shown of how it appears using a screen reader after ComplyBot makes corrections.

Felipe Ponce shared his experience as an early user of the bot and explained that he found it effortless to use with positive outcomes. Question if the entire Canvas shell can be reformatted using this bot? Yes. Wanda shared an example of how it can update an entire shell using universal design elements. The bot can update the content automatically and include more complex functions, like expandable subsections, which is difficult for users to do on their own without HTML knowledge. Wanda also explained that the bot can automatically add alt text captions for images, but users should double check for accuracy. The bot can also accommodate code for math classes.

Questions:
- Is ComplyBot available to use right now? Yes.
- Is ComplyBot a build-in tool in Canvas? It is not; users will have to use the bot separately.
- Can it be used locally so the data does not leave the individual user? The bot is through PlayLab, which is often used by individuals within the district due to their good policies and the ability to keep data local by single user. Kat King is not sure if the data will remain individually local if adopted district-wide.
- If the bot is used with universal design, will all content look identical? The content will differ based on each individual syllabus and class but the general template will be the same in regards to headings and color scheme. Users can interact with the bot to customize these details. Kat clarified that the purpose of universal design is to keep content consistent and easy to read and navigate.
- How difficult was it to create the bot? PlayLab itself is very user friendly but Wanda received additional training in order to develop the skills needed to create a custom bot.
- (General question for Wanda and Kat) Additional credit needed to be purchased by an individual for ChatGPT; shouldn't we have unlimited access through the district? This is not currently a feature but there are other resources that are free or free with a district account, like Gemini or CoPilot.

8. Old Business
8.1 AI Vetting Efforts – Distance Education and Academic Senate
There are still no clear answers to the vetting solution but it is anticipated that the Chancellor will be making more AI-related decisions early next year. Some Canvas AI features that were originally planned to begin are on hold for now. The DE Committee is still willing to review and test out new tools and get feedback from the senate. Justin shared feedback from the most recent A&H division meeting, where the general consensus was that senate meetings may be an ideal place to discuss concerns and provide feedback. There were also thoughts that groups and committees within the district and colleges should have more expedient discussions and that the rise of AI should be met with a similar urgency to other

crises. Kat is curious if the district may consider hiring an AI coordinator or instituting faculty release time. She also mentioned that she and her colleagues and counterparts feel spread too thin with current responsibilities to be able to expediently find solutions on their own. Perhaps the senate can push for a clearer sense of how AI-related decisions will be managed moving forward. Ashley suggested that we wait to see what decisions are made at the district in the new year and go from there.

8.2 Classified Appreciation Event
Ashley spoke with some classified professionals who voiced that they prefer a luncheon to individual gifts because it provides an opportunity to step away from their work stations to spend time with colleagues. She will reserve the employee cafeteria for the last Wednesday in April to hold a luncheon.

9. **Wellness Break** (5 minutes)

A motion was made to amend the agenda to move agenda item 10.7 to the first report. Motion to approve (Peter Zimmer)/seconded (Catherine Suarez)/all in favor – motion passed

10. **Reports** (5 minutes each)
10.7 Faculty Association (Heike Gecox): Contract negotiations have ended although they are still finalizing text. A 7.5% raise will be granted, with additional raises moving forward. The raise will be paid out retroactively in August. There will be a SERP; approximately 70 faculty members within the district are eligible. The Honors Program will be memorialized in the new contract. The lab load factor was compromised on so faculty will have to apply for increase in lab load in August.

Questions:
- What is SERP? It is early retirement, sometimes referred to as the "golden handshake," and will offer individuals 65% of their salary.
- What makes a faculty member eligible for SERP? Eligible individuals are at least 55 years of age with a minimum of 10 years of service within the district.
- Was increased release time included in the new contract? It was not.
- Can the district afford to give pay raises? The pay raise will not take effect until next fiscal year to counter the impact. We are also now off hold harmless.
- Are there updates for counselors? Counselors may now choose between a 16-week or 17.5-week assignment but only 50% of the group may select 16-weeks. If more than 50% are interested, requests will be granted based on seniority. It is a one-year commitment so there are opportunities to switch in future years. Counselors who remain on 17.5-week assignments will retain their current schedule, including receiving the Wednesday prior to Thanksgiving off. Remote work for counselors was not successfully added to the contract.
- Are there updates for librarians? Inclusion of remote work for librarians was also unsuccessful during bargaining. The FA will do an impact study with the option to create an MOU based on findings. Librarians will receive the same 16-week or 17.5-week option as counselors. Collin Thormoto responded that the concession of receiving the option of the 16 weeks or 17.5 weeks in lieu of remote work is not ideal because librarians are already obligated to work two and half hours more per week than other faculty. This means that individuals who work a 16-week assignment would need to exceed 40 hours in a workweek to meet this requirement. Heike clarified that no one would be mandated to exceed 40 hours per week but they would need to meet the minimum 1,050 hours. The concession was made with the stipulation of the impact study and potential MOU.

- Are counselors and librarians receiving the same pay raise? Yes.

10.1 LPC Student Government (TBD): None

10.2 A.I. Honesty (Catherine Suarez): Catherine began her report with a reminder to show kindness to colleagues; she shared an experience from a recent division meeting where an individual expressed frustration for the lack of an AI policy. Catherine clarified that we have an AI policy that she and Katie Eagan worked diligently on, including during unpaid time over summer, and many edits were made based on feedback. While the statement may not be ideal for all parties, there were ample opportunities for individuals to express concerns and provide suggestions.

The committee recently met and discussed ongoing and new AI challenges. They also created a 3-step plan:
1. Continue working on existing AI policy and get feedback from classified professionals and students and review policy through a DEIA lens,
2. Advocate for future large meetings, like flex day, to strongly focus on AI, how to use it in the classroom, and how to combat AI in situations where it is not allowed,
3. Ensure individual departments/programs have their own published AI policy in addition to the general policy.

Justin suggested that "guidelines" be used in place of policy. Joanna Jen added that the committee discussed requesting more program-specific professional development workshops to help instructors identify unauthorized AI use and promote ethical usage to their students. They will suggest that AI ethics and cognitive implications of AI use be the subjects of a future Smart Shop. Collin informed the group that Smart Shop funding may not be secure, although individuals may host them as part of allotted hours. Anita Bhatia added that the committee discussed including clear expectations on syllabi and shared how she speaks with her students when she suspects AI usage on assignments. Catherine mentioned that some faculty members have expressed concern for student retaliation upon reporting a student for using AI in assignments. Some have also expressed concern for a lack of discipline upon being reported. Clarification was provided that reports are documented and discipline may happen if the problem is recurring. This topic will be added as new business at the next meeting.

10.3 CEMC/DEMC (Ashley McHale): None

10.4 CTE (Melissa Korber): The committee received a presentation by Pathway to Careers Team, who will contract with the district to create a new comprehensive local needs assessment. This will include project management and labor marketing analysis through the Spring 2026 semester.

10.6 District Technology (Jeff Judd): The district has begun working on policies regarding area responsibility and communication. Jeff reminded the group that the software product purchase requests must be vetted district-wide rather than locally. The district is setting up policies for reviewing security and accessibility, which will likely result in slow turnaround of implementation.

10.8 Global Engagement (Katie Eagan): The task force is hoping to host a Spain trip for a Humanities/English class. They have provided three informational sessions and are encouraging interested students to discuss plans with their academic counselor. They are working closely with administration to reduce barriers for student and faculty participation. The task force is also gathering information regarding

combining for-credit and community education cohorts in travel abroad trips and minimum GPA requirements. There is a proposed MOU with Maximo Nivel for future study abroad opportunities; an additional MOU is proposed with an English language business university in France that would allow community college students to transfer for one additional year of education resulting in a degree.

10.8 Guided Pathways (Nadiyah Taylor & Jill Carbone): None

10.11 Program Review (Karin Spirn): None

10.12 SLO (John Rosen): None

10.13 UndocuAlly (David Montelongo): None

10.12 Treasurer (Catherine Suarez): Catherine will make an appointment with Foundation to deposit fundraiser earnings and discuss a potential future endowment. Clarification was made that $358 of the earnings should be deposited in the regular BMO checking account.

10.13 President (Ashley Young): Ashley shared the latest APs and BPs up for first reading, the majority of which are unchanged.

Chancellor's Council confirmed that spring flex day will have a strong focus on AI in conjunction with two outside companies. One is a non-profit organization hired by the state and they will host a student panel. The other company has been providing professional development training for the district and will likely provide an AI overview during a session.

Enrollment for Winter Intersession is very high across both colleges.

10.14 Divisions
- A&H (Justin Garoupa, Catherine Suarez): The divestment resolution was discussed at the last division meeting and received general support but there was more interest in creating a unique resolution that requests ethical processes for investments moving forward.

- BSSL (Joanna Jen, Felipe Ponce, Collin Thormoto): BSSL echoed general support of the divestment resolution but felt that the urgency to sign off is relieved since BlackRock is no longer an investor. They agreed that a more general resolution for ethical processes was ideal.

- PATH (Susan deFuniak): None

- STEM (Anita Bhatia, Moh Daoud, David Montelongo): STEM requested more information before formalizing an opinion. Ashley noted the questions and will research.

- Student Services (Kimberly Burks, Ryan Eckles): None

- Part Time Representatives (Jeff Judd, Peter Zimmer): None

11.   **Good of the Order/Announcements**: None

12.   **Adjourned:** 4:13 pm

13.   **Next Regular Meeting:** January 28, 2026

ZOOM LOGIN: This will be the same for every Academic Senate meeting

https://us06web.zoom.us/j/87800866487

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Meeting ID: 878 0086 6487