

**Petaluma Faculty Forum Meeting**  
**March 30, 2020**  
**3:15 p.m. to 5:00 p.m.**

**Faculty:**

Libby Simas, Matthew Martin, Amy LaCasse, Hannah Winkler, Michael Traina, Tara Jacobson, Catherine Williams, Lynn Erikson Rhode, Loretta Esparza, John Stover, Tony Ruiz, Johnny Sarraf, Ashley Arnold, Michael McKeever, Laura Sparks, Albert Yu, Riva Bruenn, Michelle Hughes Markovics

Regina Guerra, Matthew Long, Maria Banachowicz, Janet Stribling, Debbie Ezersky, Kim Starke, Matt Pearson

**Open Forum and Introductions:**

Williams: Brainstorming session immediately after PFF today (same zoom link) to discuss Lanzamiento, everyone welcome. If your class is participating, will be talking about Petaluma campus.

Traina: Film Fest Petaluma returns April 23rd-May 2nd

Stover: We the Future is Friday, April 16th! <https://wethefuture.santarosa.edu/>  
Please promote with your students!

**Minutes:**

February Minutes unanimously approved.

**Reports:**

**Academic Senate – Jacobson, Stover**

Stover: Senate working on hiring policy. Policy didn't get forwarded to the board or anyone who should have seen it a few years ago. Contact your senators if you have input or concerns. SRJC has not been great with recruiting diverse faculty. There is much that can be done to promote diversity even though Affirmative Action not the law.

Elections coming up, Sean Martin stepped away from his position, opening in Theater/Art/Communications. If you know someone please encourage them to run.

**AFA Report: Kessler/Martin**

Martin: Tomorrow (March 31) is deadline for conversion and stipend for extra expenses. Please see the linked Side Letter for further details

[http://www.afa-srjc.org/Contract/MOU/side\\_letter\\_spring21\\_extra-contractual-compensation.pdf](http://www.afa-srjc.org/Contract/MOU/side_letter_spring21_extra-contractual-compensation.pdf))

To claim hours for pay:

[https://santarosajuniorcollege.formstack.com/forms/compensation\\_for\\_extra\\_contractual\\_work\\_spring\\_2021](https://santarosajuniorcollege.formstack.com/forms/compensation_for_extra_contractual_work_spring_2021)

To claim the additional stipend for home office expenses:

[https://santarosajuniorcollege.formstack.com/forms/faculty\\_stipend\\_spring\\_2021](https://santarosajuniorcollege.formstack.com/forms/faculty_stipend_spring_2021)

AFA put out a faculty survey (via email) about return to campus. Listening sessions were held, can still weigh-- in contact your rep.

Catherine Williams's term on AFA begins in fall, Stephen Kessler will continue his role as VP of Membership and Outreach for the 2021/2022 term.

Stephen continues to hold monthly drop-in office hour from 2:30-3:30 pm the first Monday of the month.

### **Management Team Update: Guerra & Long**

Guerra: Expecting an announcement soon about fall semester, can expect proof 2 for fall.

Working on summer, approved by the county and logistics.

Email to faculty forthcoming who want to teach remotely from a classroom on campus.

ITT requests are due Friday, but the sooner the better. Please also loop in your chair with those requests. Strong Workforce grant also due on Friday.

Trees have been replaced in the courtyard, walkway construction will be taking place over the summer.

Long: We're all waiting for a draft of the college's plan on how to return for instruction and services, based on the tiers. Expected in the not too distant future.

Congratulations to Regina Guerra, for another year of interim Dean.

Protective measures going in, plexiglass and glass. First Stop has been done to get an idea of what it will look like.

Planning virtual fundraiser for a June 3 evening program, fully digital/mobile. Fun aspects, like happy hour snacks from Seared. More information:

<https://app.mobilecause.com/e/SCkUSA?vid=hrhn8>

Still working on the branding, landing on some concepts. Hoping for a positive reaction. "Small Campus Experience, Big Possibilities" is getting some traction.

### **Media Services Update:**

Pearson: 718 Mahoney will have interactive touch screen, there will be other classroom updates.

Looking at building out an IT television system to watch live televisions and broadcast events in

Ellis. For other classrooms, any particular channel requests?

Requests to support more hybrid classes as we return. There is some money from the CARES Act that could install microphones/cameras. Should this be every classroom, or a narrow subset? They will be instructor controlled, could use zoom or not, use for public speaking, etc.

Jacobson: would love to use this for her classes. How to request? Pearson is developing a scope of what that will look like, then submit to cabinet for funding.

Stover: Any possibility for on ground, split for hybrid model? Would be great for Sociology.

Pearson: Could zoom classrooms next door, one next to the other, part from home. Not sure how this could work academically.

Stover: Is tech working with AFA to coordinate some of the technological aspects?

Martin: No parameters have been officially put forward. AFA fully supports flexible options.

Pearson: Open to what will make things easier, please share ideas of standard with MP.

McKeever: Questions to consider: Is this in a room with web cam only on teacher, or is there possibility to have a moveable camera? Will we be sure that if recording, is it being saved on zoom cloud or JC site? Training for doing this in class takes some getting used to. He has done this training before so is open to helping.

There is a camera that follows him in 645 Call. Mics for people to wear, can change voice dynamics.

Pearson: evaluating new technology for mics.

McKeever: Recommends a study to see if this would improve enrollments, esp as a means to justify expense.

Jacobson: if camera can track, that would be great with all of the movement that her classes involve. Are there students who don't want to be on camera? —something to think about.

Pearson: Chancellors office has limited space on their server, after a month move to CCC media.

### **Chair Report: Simas**

Next Month are Steering Committee elections. If interested, let anyone on steering committee know. Noted that this is a great Petaluma based college service that has respect with work life balance. Commitment is to attend a few meetings a month that are set up to accommodate everyone's schedules. She has really enjoyed her time over the years.

APISA statement: steering committee felt it was important to send out quickly, made a conscious effort to get it out soon instead of bringing it to this meeting. We can work on some

APISA specific things we can do to bring to PFF.

Friends of Petaluma funds: haven't yet notified winners via email so announcement made at meeting. Tara Jacobson and Catherine Williams were the only people to apply. As a result, can fully fund Tara and the rest will be applied to Catherine. Congratulations! Tony will get to use his funds from last year, this year (couldn't due to covid)

### **Action Items: None**

### **Discussion Items:**

#### **1. PFF/SC Elections, 2021-2023 Term**

Will be an action item on the next agenda. Current steering committee members are: Amy LaCasse, Catherine Williams, Matthew Martin (chair-elect), Lynn Erickson-Rhode, and Libby Simas (chair).

Seats up are Amy and Lynn. One seat is held for adjunct as well.

#### **2. A Conversation with DRD**

Reps from DRD joined us: Amy LaCasse, Ashley Arnold, Debbie Ezersky, Kim Starke

- Overview from DRD
  - Students have been letting DRD know that they feel very supported by instructors during the transition to online learning.
- If a professor is using universal design for test taking do students with Extended Time get extra?
  - If exams are untimed, not a problem
  - If you put a time limit, students have a right to ask for extended time
  - One approach could be to determine time to completion from past experience. Example: "Past experience tells me that students typically finish within 2 hours but I am leaving it open for 5 hours, if you need extra time please contact me – put in email form to class to document".
- Note Taking while remote
  - Check in with student to see what they need. Each student is different. Notes may or may not be needed for an asynchronous class.
  - If you are teaching synchronously you can click auto transcript so that students can get a transcript at the end of the lecture.
  - Students can record the class
  - Students could have access to a Smart Pen through DRD.
  - Students have the option to use the recording feature while trying to find a volunteer note taker.
- Accommodations without changing the Course
  - May need to be creative with an accommodation for a specific course
  - Problem solve with the DRD specialist and instructor and student regarding courses and the limitations that may exist. The goal is to work together.

- A student taking a speech class should not have an accommodation to not give speeches.
- Where to go for help or questions?
- Can a student that has notetaking accommodations be asked to read and make an outline – after speaking with a specialist – notetaking does not apply to things being read or that have captions.

### **3. Dialog on Building Community in Mixed Environment**

Williams: Led discussion on what people would like to see as we are working in a mixed campus, what it would look/feel like to feel connected.

- Would love to hug everyone, wants to be in his office, in classroom away from home. Having lunch on campus
- Sharing food with each other
- Ease of connection
- Being able to have small conversations, connect on a more personal level
- PTSD with getting back together. Reticence with being, “acting” normal. Frustration with people who haven’t been safe
- Being able to ask small questions, not via email or Zoom. Have been using Signal to share things as a group--goofy or professional things. Casual time whether outside and off campus.
- Wants to be in the classroom. Grateful for zoom, but not the same. Interacting would bring a lot of energy
- Being able to meet with people where they are. Creating opportunities for people to connect both face to face and remote.
- great energy in the office area, able to connect in small ways. Been connecting okay with students, small group discussions. Working with 15 or less has worked well.
- on campus in physical form or bobbing around like a hologram
- Wants to be in person, structuring hybrid so those away don’t feel disconnected
- small talk, miss talking in unstructured ways.
- Working virtually is damaging. Wishing that the human aspect could be replicated virtually.
- Shared purpose: how do you create that remotely? Wish things didn’t have to be so intentional
- When people show up, invites for new faculty to connect. Sitting outside with masks off, picnic

**Next meeting is April 27, 3:15-5.**