

CEER MEETING MINUTES

Location: Zoom
Date: 4/17/2025
Time: 2:00 p.m.
Facilitator: Vy Le,
Monica Cappiello

Attendees:

Vy Le, Monica Cappiello, Raymond Gamba, Jesse MacEwan, Simeon Castro

Invited Guests: Jacqlyn Vetter, Instructional Designer

**Notes Taken by FathomAI*

Meeting Purpose

Discuss CEER Committee topics, including updates on the counseling form process, part-time scheduling form, and online classroom observation form.

Key Takeaways

- The committee is considering updating the online classroom observation form to align with current federal and state regulations, particularly regarding Regular Substantive Interaction (RSI) and accessibility.
- Jesse will reach out to the union to discuss the possibility of revising the online evaluation form before the committee proceeds with any changes.
- The process for developing a consistent part-time scheduling form is ongoing, with plans to involve instructors from various departments.

Topics

eSports Department Transfer

- Discussions are underway about potentially moving the eSports program under the Digital Arts and Interactive Design (DAID) department.
- The process requires approval from deans and consideration of workload implications.

- eSports could potentially keep its prefix even if moved to a different division.

Online Classroom Observation Form Update

- The current form may be outdated and doesn't reflect recent changes in federal and state regulations.
- Key areas for potential updates include Regular Substantive Interaction (RSI) and accessibility requirements.
- Suggestion to align the Individual Faculty Addendum (IFA) with the evaluation form for consistency.
- Concerns raised about the need for union involvement and negotiation before making changes to evaluation forms.

Counseling Form Process

- A draft process document has been created for the counseling form.
- The document includes guiding principles and a recommendation process.
- Committee members suggested adding relevant contract language and ensuring alignment with Article 10.

Part-time Scheduling Form Development

- Plans to invite instructors from various departments to discuss the form.
- Consideration of whether the conversation should be directly between faculty and deans or if the committee should act as a bridge.

Council for Peaceful Resolution (CPR)

- Discussion on the application process for CPR panel members.
- Request for committee input on the application questions to ensure they identify suitable candidates.
- Suggestion to consult with student mental health counselors for insights on screening criteria.

Next Steps

- Jesse to reach out to the union regarding the possibility of updating the online classroom observation form.
- Jackie to compile examples of evaluation forms from other colleges and gather documentation on federal expectations for online classes.
- Committee to review and provide feedback on the CEER Role and Process document.
- Monica to invite instructors from various departments to discuss the part-time scheduling form.
- Committee members to review and provide input on the CPR panel member application.