

**Minutes**  
**Lecturers and Educators Congress**  
**April 1, 2020**  
**Webex, 4:30PM-5:10PM**

**Present:** Kyle Riismandel (President), Maria Stanko (VP), Catherine Siemann (Secretary), Jose Alcala (HCAD), Jon Curley (Humanities), Caroline DeVan (Biology), John Esche (Humanities), Risa Gorelick (Humanities), Melodi Guilbault (MTSM), (Geraldine Milano (CEE), Jaskirat Sodhi ( NCE), Chris Zeiner (NCE)

**I. President's Report:**

- a. **COVID-19 Advisory Committee:** Kyle and Maria are part of this committee, which is working to respond to the current crisis and determine a path going forward.
- b. **LEC Canvas Page:**
- c. **Course Evaluations:** The current recommendation is to make this semester's course evaluations optional for all instructors. Lecturers who are up for Senior Lecturer would have the choice of whether to include them in their promotion packet.

**II. Committee Reports:**

- a. **Finance** – Chris Zeiner reported that the university was working on student reimbursements for housing and parking. It looked as though non-students would not receive parking reimbursements.  
The budget was completed, but now has changed dramatically. We will be looking at lean times for the next year.  
For CSLA, at last, there would be no reimbursement for equipment purchased for online teaching. Maria Stanko suggested checking with ITE, which might have the equipment you would need.  
As of now, there was no talk of resorting to exigency, which is the only way that people with contract expectation or tenure can be fired.
- b. **Campus Life** -- Caroline DeVan reported:
  - Housing:** Residence life was trying to get the number of students remaining in the dorms down to only those who cannot leave because of housing insecurity or visa issues.
  - Food:** Grab & go lunches are being provided for those students remaining on campus. The campus food pantry is taking donations via Amazon. They are mostly seeing students. Staff, for example adjuncts, can try the campus food pantry or local food banks.
  - Other:** The bookstore is closed, though online ordering is available.  
Advising is being done by phone.  
Tutoring is online.  
CCAPS is operating by phone.

Commencement will be virtual.

Faculty & instructional staff are permitted to update their syllabi.

Lack of tech which might cause issues for students -- they should reach out to the Dean of Students' Office.

Grading Policy – the distributed grading policy for this spring is final, but feedback to the Advisory Committee can go through Kyle and Maria.

**III. New Business:**

- a. **Online Proctoring:** Jaskirat Sodhi raised the issue of exam proctoring online, and the requirement to use Proctor U. Chris discussed the difficulties with Proctor U. Caroline talked about setting up a quiz on Canvas. It was requested that people keep Kyle and Maria informed of any difficulties with this.
- b. **Student Stress:** The stress on the students and the need to be understanding of their situation was emphasized.

The meeting was adjourned at 5:10pm.

Respectfully submitted,

Catherine Siemann