

**Draft: Cañada College Academic Senate Governing Council Minutes**  
**Thursday, August 31, 2006**

**Council Members in Attendance:** Patty Dilko, Martin Partlin, Katie Schertle, Lezlee Ware, Paul Roscelli, Jenny Castello, Denise Erickson, Monica Malamud

**Senate Members and Guests in Attendance:** David Clay, Doug Hirzel, Jing Luan, Lesli Sachs, Bob Lee, Arturo Hernandez, Karen Olesen

**1. Call to Order:** 1:35 p.m.

**2. Adoption of Agenda:** Jenny moved, Denise seconded, motion passed.

**3. Approval of Minutes:** Karen took the minutes from the last meeting of last semester. Patty will distribute them to the Senate via email.

**4. Public Comment:**

4.1 Jing: District-wide initiative regarding distance learning or "Distance Education." Our community has a large population which could take advantage of distance learning. A committee will be formed which will include Faculty Senators from each college. A major task will be to decide how to convert courses from on-campus to distance-learning courses. Subgroups of the committee will address individual aspects of the initiative. All of this is pending approval of the District Academic Senate and other shared governance bodies.

4.2 The Strategic Planning Initiative is moving forward. Over the summer, the College President began an effort to select a contractor. He intends this process to be inclusive but not overwhelming.

**5. Old Business:**

**5.1 Committee Appointments:**

Reps to Senate:

- Business: Paul Roscelli
- Science: Doug Hirzel
- Humanities and Social Sciences: David Clay
- Student Services: Arturo Hernandez
- Curriculum: Ray Lapuz, Annie Nichols, Pamela Ward-Smith

Reps to District and College Shared Governance:

- Tenure Committee for Michael Stanford: David Clay (English), David Meckler (Music), Denise Erickson (Art History)
- District Auxiliary Services Committee needs one person.
- College Council: Ron Trugman and Carol Rhodes
- Safety Committee: Lesli Sachs
- Part-Time Faculty College Council Rep: Chuck Carlson
- Full-Time Non-Tenured Faculty Coordinator of the TRIO Grand was approved over the summer. It is the same as last summer.
- District Aux Services Committee and Cañada Auxiliary Services Advisory Committee: Position open.

Motions to accept committee appointments passed.

**Your Governing Council for the 2006 – 2007 academic year – working for you!**

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District Shared Governance Committee and Budget and Planning Committee: Academic Senate has requested an additional 3 units of release time per semester to support Senate obligations. Cañada wishes to be funded in the same manner as the other colleges for a total of 18 units per year. Monica requested that 1 unit be allocated to the College Council Chair. Discussion ensued. Decision will be made at a later time. Paul moved that Patty represent the Cañada Senate at these two committees. Lezlee seconded. Motion passed.

Patty noted how wonderful it is that all divisions have already met and selected their reps.

**5.2 Faculty Selection Procedures:** The current Faculty Selection Procedures and two proposed drafts of revised Faculty Selection Procedures (a rubric and a checklist) were examined.

**Questions and Concerns about Instruction and Student Services Council's (ISSC) Proposed Checklist:**

- How will something be considered “in line with strategic plan...”?
- What does “Availability of adjunct faculty” mean?
- Where does the ASGC President fit into the timeline?
- Is the phrasing of individual items in the checklist precise enough?

**Questions and Concerns about the Proposed Rubric:**

- How does the rubric weight individual elements?
- Program review is mentioned too many times.
- Program review is often the least consistent in departments which have only adjuncts.
- Rubrics require a “checkbox” approach which isn't always suitable for the evaluation of proposals.

**Questions and Concerns about the Faculty Selection Process in General:**

- What is the power of the College Council in this process? (It was noted that CC is advisory only, and decisions are within the President's discretion.)
- Who oversees at the division level?
- What is the role of Planning and Budget Committee: only for determining available funding? (It was pointed out that historically P and B has weighed in on other concerns involving hiring.)
- What are the criteria for discipline expertise?
- How are proposals to be ranked?
- Criteria and weighting need to be established and announced each semester at the beginning of the process.
- Proposals must be submitted every year in order to reinforce awareness of the need for new faculty.
- Cañada is much lower in full-time to adjunct ratio than the other campuses.
- Mid-cycle discussions need to be factored in.
- Faculty on the whole campus need to be brought back into the loop once proposals have been submitted (i.e. Deans inform all faculty who is being proposed in each division).

It was determined that a committee should be established to synthesize both proposals (rubric and ISSC version) within the next two weeks and make recommendations. Patty suggested that she and the Division reps be on this committee. She will contact them with details.

**6. New Business: N/A**

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**7. Committee Reports:**

**7.1 Finance:** Lezlee submitted remaining budget information to Maggie last May and is awaiting a reply regarding what the college will fund. Academic Senate needs institutional support with finances in order to send people to conferences, State Senate Plenaries, etc. Not receiving funds would result in Academic Senate starting the year with an approximate deficit of \$700. Lezlee and Patty will meet with Maggie and the College President and update the budget spreadsheet.

**7.2 Curriculum:** Issues and Concerns: Math and English requirements are being raised. The Education Code states that English will be the primary language of instruction. There are concerns at the state level about courses offered in languages other than English. Repeatability of courses remains an unresolved issue. There are new prerequisites in the lower division transfer pattern (LDTP) which is the new pattern proposed for CSU and CC. Tutoring at the Cañada Learning Center must be instructor referred from now on.

**7.3 Planning and Budget:** Last year, the college and District enrollment projections budget were both ambitious. We didn't get as much as anticipated. There were enrollment declines at Skyline and CSM but increases at Cañada. This year we're building our budget on growth again, but smaller than before. There was an artificially high ending balance due to double budgeting the President's position, and this was used to offset the decrease in enrollment revenue.

**7.4 College Council:** Amphitheater inscription problem: source of quote not verifiable and cannot be used. There has been a new proposal to decorate steps to amphitheater with tiles, a different inscription, or other. There will be an All College Meeting on September 19 to discuss the Strategic Planning consultant.

**7.5 AFT:** Proposed contract being voted on by faculty next week.

**7.6 FACCC:** N/A

**7.7 Professional Personnel:** N/A

**8. Matters of Council Interest:** Council members were asked to bring their own copies of the agenda, minutes, and any other relevant documents, all of which will be provided via email.

**9. Motion to Adjourn:** Adjourned 3:37 p.m.

**10. Upcoming Meetings:** September 14, 28, October 12, 26, November 9, December 14. All meetings are from 1:30 to 3:30 in Building 17, Room 107.

*To request that an item be added to the agenda, please contact one of the governing council members no later than one week prior to the next meeting (see above for the dates of upcoming meetings).*

View past minutes at <http://www.Cañadacollege.net/about/academicsenate.html> .

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