Cañada College Academic Senate Governing Council

Meeting Minutes for Thursday, April 25, 2013
Room: CIETL (9-154)
2:10 to 4:10 p.m.

Academic Senate Governing Council Members in Attendance: David Clay, Sandra Mendez, Alicia Aguirre, David Meckler, Ana Miladinova, Monica Malamud, Doug Hirzel, Denise Erickson.

Academic Senate Members in Attendance: Michelle Morton, Anniqua Rana, Anne Nicholls, Elsa Torres, Nancy Wolford, Sarah Harmon, Heather Schwappach, James Carranza

Guests in Attendance: Dean Lopez, VPSS Robin Richards, President Buckley, VPI Hayes, Sunny Choi, Lizette Bricker, Lucy Carter, Dean Roacks

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1. Call to Order: 2:17PM.

2. Adoption of Agenda: Moved/seconded/approved unanimously.

3. Approval of Minutes 4/25/13: Moved/seconded/approved unanimously.
4. Public Comment:

5. Committee Reports:

> **5.01 Curriculum –** On Friday, April 26, 2013 at 9:30 am – 12:30 pm in building 22, room 116 the meeting will be dedicated to the presentation of comprehensive program reviews. Please come to support your colleagues.
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> On April 24th faculty participated in a district-wide conversation on MOOCs
>
> **5.02 PBC –** Reviewed the shared governance document.
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> **5.03 SSPC –** The counseling department presented their program review plan. Reviewed and discussed the Student Equity Plan and the Delineation of Functions.
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> **5.04 IPC –** No report.
>
> **5.05 CSE –** Final Draft/revision of Benchmarks in the Equity Plan (the Goals and Activities section, page 31 ff) and reviewed steps for next year.

5.06 AFT: The Academic Calendar survey was sent out last week. 200 replies have already been submitted. Please take advantage of this opportunity to provide your input.
https://www.surveymonkey.com/s/B6DZKZH

Below is a stripped-down version of the memo that was included in the materials for the Board meeting yesterday.

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AFT Contract Proposals for the 2013-2014
Please transmit these contract proposals to the Board of Trustees in order to initiate negotiations for a new contract.

Article 8 Pay and Allowances and Article 9 Health and Welfare
The Union will be seeking an increase in salary and benefits for all academic employees. The Union will also be proposing to define parity for part-time faculty.

Article 6 Workload
The Union will be proposing to modify the language regarding class assignments.

Article 19 Part-time Employment
The Union will be proposing to modify the language regarding part-time seniority.

5.07 CIETL – Created a draft of the agenda for flex day. Opening day speaker will be Brice Harris who is the chancellor of CA community colleges.

5.08 Professional Development: No report.

5.09 ASGC Treasury: $14,121

5.10 Basic Skills Committee –

1. April 19th 3CSN conference at Cañada – we have to use data to make decisions. What is working? Proactive integrative counseling and integrative supplemental instruction/tutoring.

What have we learned?
- Use data to make decisions
- Communicate across divisions
- Mini-grants – generally cannot be scaled or institutionalized
- Small grants do not lead to institutional change

"What's Working Integrated Supplemental Instruction and Tutoring Proactive, integrated counseling"

2. Basic Skills Faculty retreat: Michelle Mendoza - May 29th 9:00-1:00
- www.3CSN.org and other basic skills information state-wide and local
- Discussion about the Scorecard from the AARC report will be held. Randy Brown, Ph.D., Director of Institutional Research, Gavilan College

3. First week of June Learning Communities Retreat

4. Promote JAMS
- Math Jam: June 10-15 and August 12-16, (Daytime: 9:00am - 4:00pm), (Evening: 6:00pm - 9:00pm)
- Physics Jam: July 8 - August 2, 2013, M-TH 9:00am - 3:00pm, *If students are taking a summer course, they can still participate in the program
- Word Jam: August 5-9, 9:00am - 12:00pm

6. Old and On-going Business
6.1: ASGC Election results

Summary:
A total of 58 envelopes were submitted; however, **only 49 were valid faculty ballots.**

*Nine (9) envelopes were determined invalid prior to opening the envelopes because they did not have a name and/or signature on the envelope.

President
David Clay 12
Doug Hirzel 28
Monica Malamud 9

Vice President
Monica Malamud 18
Anne Nicholls 25
Write-In: Doug Hirzel 2

ASGC 2013-14 Election Results

President: Doug Hirzel
VP: Anne Nichols
Motion to: approve the 2013-14 election results. Moved/Seconded/Approved unanimously.

6.2 District Regs (Chapter 7)
1.05, 1.40, 2.29, 2.35, 7.21, 8.13

Briefly reviewed the district regulations (the changes are noted in red).

6.3 Task Force for Revision of Program Review (Fall 2013)
Discussion was held regarding the need to revise the program review document. Perhaps, create a task force to complete this task. After careful consider the following recommendation was made.

Motion to: request that the curriculum committee take on this task and decide how to best to proceed. Moved/Seconded/Approved unanimously.

7. New Business:

7.1 Sustainability Plan

Dr. Raj Lathigara gave an overview of the Sustainability Plan. The purpose of this Sustainability Plan is to prepare Cañada College for the anticipated environmental and regulatory challenges of the 21st century, to guide the campus towards becoming a more sustainable institution, and to prepare students for the green economy.

If you have comments please submit them via email to Raj Lathigara latigarar@smccd.edu by May 3rd and reference the section you are commenting on.

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7.2 Annual Review of Participatory Governance Committees

Notes Courtesy of Sarah Harmon

**Annual Review of the Participatory Governance Committees at Cañada
Dialogue at the Academic Senate Governance Council**

**Participatory Governance Groups: SSPC, IPC, APC, PBC, Academic Senate,
Classified Senate**

How is the coordination among the governance groups working?
- The same people are on every governance group, which is both good for communication and bad for participation.
- Representatives are on many committees.
- Communication and coordination is good overall.
- Agendas and minutes should **not** be on SharePoint; make the available directly from Inside Cañada for all groups. (ASGC minutes are not currently there, but other Participatory Governance group minutes are.)

Are the integrated planning calendars in the Participatory Governance Manual working?
- Yes, it is helpful.
- We need to put all the planning calendars in one place, easily accessible from Inside Cañada, and don't just rely on email to disseminate information.

Are we achieving the desired levels of awareness and participation from faculty, staff and students?
- Mixed reviews:
    - Some thought that it was not good, since the same people attend all the meetings, and there is no interest on the part of non-ASGC officers to come to the meetings unless there is something on the agenda that they either are presenting or want to complain about.
    - Others thought that since division representatives do report to the divisions, the information is getting disseminated to all faculty. So the awareness is there, if not the participation.
- Part time faculty—while there are a few exceptions, the buy-in to making Cañada a 'home campus' isn't there—it's not part of the culture. So, few PT Faculty attend ASGC or any other meetings, including division meetings, because either they are teaching elsewhere, have other commitments, or are generally not as interested. Also, awareness of agendas and meetings isn't as good as it could be with PT Faculty.
- Full time faculty—again, the same FT Faculty participate on all of the Governance Committees. Part of the problem is that we have too few FT Faculty. However, there are some who do not choose to participate—we need to get some of them into the mix.

Possible solutions:
- Define what the 'desired level' is—is it 100% of FT Faculty, 75%, or what?—and measure it. This would help to understand how much participation is really there, and to set goals for the future.

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- PT Faculty—it might help to have a PT Faculty Senate, especially as a way to increase PT Faculty awareness of Participatory Governance (that it exists, that it's important, and **why** it's important to participate), and even change the culture of PT Faculty 'buy-in' of Cañada being a 'home campus'. However, it was noted that it also might not work.
- FT Faculty—need more participation from those who don't tend to serve on committees.
- Perhaps a newsletter, such as the Accreditation Newsletter, would be a good idea in order to disseminate information better, and perhaps encourage participation from all sectors.

Is the governance group advancing the appropriate agenda?
- Yes

Does the group set annual goals? if so, did it meet them?
- Yes; the ASGC met most of their goals, with particular respect to Program Review and Accreditation.

Does the group set a calendar (plan) of agenda items? if so, was the calendar achievable?
- Yes to both questions
- However, it would be wise to post goals and the (general) calendar on the ASGC website at the beginning of the year, so that all faculty can see the topics to be covered in the year.

How effective is the group?
- Very effective—lots of work has been done and analyzed. Goals were met.
- This shows that this group continues to participate despite many of the topics being District rules/regulations. The outside work that is done is reflected at the meetings, such that every member brings something to the table and enriches the experience of serving on ASGC.

What could be changed for the upcoming year?
- Not many changes need to be made.
- Perhaps rearrange the agenda, but no real changes necessary.

Communication of Participatory Governance Groups

Are agendas and minutes communicated to the entire campus? Are they posted in a timely manner?
- Yes

Do they have enough description/explanation to be comprehended by people who did not attend the meeting?
- Yes

Should we standardize posting minutes on Inside Cañada? (IPC for instance still posts them on Sharepoint)
- Yes—Not on SharePoint. Put on Inside Cañada.

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Annual Planning/Program Review Process

How well did the new hire priority setting process work?
- Fine overall—no one has heard negative comments.
- It was improved over previous years, and hopefully it will continue to improve.
- Move the hiring process sooner, so that large group considerations can be met.
- The College Forum can be done earlier rather than later. That way the global picture and goals can be expressed.
- Voting in the ASGC review of positions was all over the place—everyone made a very strong case for their request, and this lead to a real lack of consensus. Perhaps there could have been more discussion, analysis, etc.—it might not have changed the results, but it might have made for more consensus.
  - It was noted that the large College Forum in 2-10 *did* provide time for discussion and analysis

Are there any structural issues that should be addressed?
- Perhaps Cañada could push the start of the hiring process to the fall.
  - It would be good to push up the process to fall, so that we'd announce positions at about the same time as Skyline and CSM—who post positions in January/February/
- However, the President isn't really comfortable with the forecast of the budget until mid-March or April; he could give a general estimate in January/February, but the data aren't known really until later.

Recommendations Based on the Dialogue
- Moving the hiring process up is key.

7.3 Integrated Planning Calendar

Reviewed the draft of the Integrated Planning Calendar Proposed for 2013-14

7.4 District Delineation of Functions Map
Review the documents. They will be discussed at the next meeting.

7.5 Strategic Plan
Review the documents. They will be discussed at the next meeting.

8. Matters of Council Interest:
Discuss coordination time (item for next time).

Undocumented Student Forum: One Community, Many Dreams
- 9:00 AM - 10:45 AM & 11:15 AM - 12:45 PM in the Main Theater

8.1. End of Year Celebration 5/16: 3:00-5:00 pm in Cañada Vista

Adjourn: 4:05PM
Next meeting: May 9th