

Draft: Canada College Academic Senate  
Governing Council Minutes February 2, 2005

**Council Members in attendance:** Romy Thiele, Paul Roscelli, Martin Partlan, Patty Dilko, Barbara McCarthy, Dick Claire, Lezlee Ware, Karen Olesen. Rich Follansbee.

**Senate members and guests in attendance:** Marilyn McBride, Monica Malamud, Melissa Raby, Katie Schertle, Phyllis Lucas, Linda Hayes, Lesli Sachs.

**Call to order:** 1:20pm

**Adoption of agenda:** Martin made a motion to approve the agenda, Paul seconded. Motion passed unanimously.

**Approval of the minutes:** Subject to two changes, Martin made a motion to approve the minutes, Romy seconded. Motion passed unanimously. The two changes read as follows: Professor McCarthy asked that the minutes reflect the name of the committee discussed in 7.6—the Professional Development of Trustees Improvement. Monica Malamud asked the minutes be changed to say that Monica was not frustrated with the process.

**Public Comment:** AFT Elimination of units to pay the Cañada AFT rep position (now vacant, previously held by Romy Thiele). Professor Frank Young spoke about what he considered to be a lack of professionalism on the part of AFT as it relates to the AFT's decision to eliminate units for the Cañada AFT rep position (the other campus's did not see a similar elimination). Professor Young, after contacting AFT felt that the explanation he received lacked clarity, lacked fairness and was committed by the AFT executive Board without sufficient consultation at Cañada. It was also noted, by Romy Thiele, that she had difficulty getting a straight answer from AFT about the matter of pay in the early fall. Some questioned the fairness and logic of eliminating our faculty rep's compensation. Karen Olesen pointed out that she had just found out about the issue and that she believed that this issue had been brought AFT late in the fall, thus they had no time to respond. She also said the union was now actively working on this issue and it will be resolved. Romy Thiele feel that the union consistently fails to act in an inclusive manner and when it does act does not explain the basis for its actions well. Paul Roscelli noted the irony in the fact that Dan Kaplan last year had criticized the Cañada College Governing Council of the Academic Senate for making decisions that lacked inclusion, when it seems, if Professor Young and Thiele are to be believed, AFT is guilty of the same offense.

## **5 Old Business:**

### **5.1 Committee (and other) Appointments**

Lezlee Ware raised the issue that Humanities division is in need of a division rep to the College council. Lezlee Ware suggested that we use the Humanities' division process completed at the beginning of the year to appoint a replacement. This process had identified Monica Malamud as someone willing to serve. Paul nominated Monica, Martin seconded and her nomination passed unanimously.

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## **6 New Business**

### **6.1 CSU meeting on transfer requirements February 25.**

There was discussion about the February 25<sup>th</sup> meeting at SFSU. It is recommended that faculty participate if their discipline is on the list of disciplines to be discussed.

**The majors are:**

African American, Black Studies  
Anthropology  
Art  
Asian-American Studies  
Biology  
Business Admin/International Business  
Chemistry  
Chicana/o and Latina/o Studies  
Computer Science  
Criminal Justice  
Economics  
Electrical Engineering, Electrical & Electronic Engineering, Computer Engineering  
English  
Family and Consumer Sciences  
Geography  
History  
Information System  
Journalism  
Kinesiology/Physical Education  
Mathematics  
Mechanical Engineering, Civil Engineering  
Native American Studies/American Indian Studies (Minor)  
Nursing  
Political Science/Government  
Psychology  
Radio-TV-Film/Telecommunications  
Social Work  
Sociology  
Spanish  
Speech Communications

Please contact the Office of Instruction for more information.

### **6.2 Hiring Committees and a Process**

A discussion ensued about the “official District policy” with respect to what our campus uses with respect to equivalency granted for full and part time faculty hires and the composition of the group that determines that equivalency. Current policy suggests that we use full time tenured faculty. Linda Hayes raised concerns about policy flexibility with respect to departments that have few or no full time tenured faculty members. Phyllis Lucas raised concerns about the appropriateness of the current policy, and any future policy as it relates to student services. The consensus was that the current policy for full timers is not consistently followed and that the policy as to part-timers is unclear. Dick Claire said that District AS was looking it to this and it would be resolved.

### **6.3 Educational Policies Committee**

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Marilyn and Phyllis spoke to the administration's desires to create an Educational Policy Committee. Phyllis spoke to the lack of policies and procedures in a variety of student services. Both indicated that this issue would be going forward to the Shared Governance committee.

### **Committee Reports:**

**7.1 Finance:** There is still money in the budget for Senate activities. A discussion ensued about priorities about which conferences we will send people to. In addition we should look at the end of the year activities and recognitions that we will want to give out.

### **7.2 Curriculum:**

#### **December 14, 2004 Meeting**

##### **1. Approved New Course Proposal**

**MUS. 250 World Music**

**BUS. 467 Internet/Network Security**

**CBOT 458 Advanced Presentation Software: PowerPoint**

**CBOT 476 Adobe Acrobat**

##### **2. Course Modifications:**

**Math 200 Probability And Statistics** – Offering on-line course in an effort to reach more students. Modification approved.

**ENGL 100 Reading and Composition** – Complete outline submitted per May 13, 2004 minutes.

**ENGL 200 Introduction to Linguistics: A survey of Language** – remove prerequisite, revise content, method of grading and instruction, objectives and course title. Modifications approved. Note: Course will be offered as a 680 course in spring 2005, modifications approved for fall 2005.

**SPAN 110 Elementary Spanish** – Change method of grading. Modification approved.

**SPAN 111 Elementary Spanish I** – Change method of grading. Modification approved.

**SPAN 112 Elementary Spanish II** – Change method of grading. Modification approved.

**SPAN 120 Advanced Elementary Spanish** – Change method of grading. Modification approved.

**SPAN 121 Advanced Elementary Spanish I** – Change method of grading. Modification approved.

**SPAN 122 Advanced Elementary Spanish II** – Change method of grading. Modification approved.

**FITN 334 Yoga** – Update catalog and schedule descriptions, course content. Modifications approved.

**LEGL 249 Introduction to the Legal System** - Complete outline submitted per May 13, 2004 minutes.

**LEGL 250 Legal Research and Writing** – Complete outline submitted per May 13, 2004 minutes.

**LEGL 252 Civil Litigation and Trial Preparation** - Complete outline submitted per May 13, 2004 minutes.

**LEGL 262 Para legalism and Study of Legal Ethics** - Complete outline submitted per May 13, 2004 minutes.

##### **3. Proposals For Modification Of Associate Degree And/Or Certificate Program**

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**History Associate Degree** – Handout distributed at the meeting prepared by Jennifer Helton. The committee approved Version 2.

**Business/Office Technology: Administrative Assistant** – (AS degree and Certificate of Proficiency) Remove BUS 416, SPCH 120. Add CBOT 458 and CBOT 476. Modification approved

**Business/Office Technology: Administrative Support Assistant** - (AS degree & Certificate of Proficiency) Remove BUS. 416 and SPCH 120. Modification approved.

**Early Childhood Education/Child Development** - (AS Degree and Certificate of Proficiency) Add ECE 366 to the core requirements. Reduce the selective requirement from 12 to 9 units. Modifications approved.

**Fashion Design: Custom Dressmaking/Small Business Oriented** – (AS degree and Certificate of Proficiency) Add FASH 129, FASH 132, and FASH 140 to selective course list. Modifications approved.

**Fashion Design: Technical (Apparel Industry Oriented)** – (AS degree and Certificate of Proficiency) Add FASH 140 to selective course list. Modification approved.

**Fashion Design: Theater Costuming** - (AS degree and Certificate of Proficiency) Add FASH 140 to selective list. Modification approved.

**4. Banking**

- BUS. 416 Procedures for Working in an Office - Approved
- BUS. 438 Desktop Publishing: Using PageMaker - Approved
- BUS. 459 Microsoft Publisher - Approved
- BUS. 488 Designing Web Pages using FrontPage – Approved

**5. Change Subject Code For Office Technology Curriculum**

Change the subject code on all courses listed below to from BUS. To CBOT – Approved

- BUS. 415 Beginning Computer Keyboarding
- BUS. 417 Skill Building
- BUS. 430 Computer Applications, Part I
- BUS. 431 Computer Applications, Part II
- BUS. 435 Spreadsheets
- BUS. 436 Database Management
- BUS. 439 Managing Business Documents
- BUS. 440 Macintosh Applications Part I
- BUS. 441 Macintosh Applications Part II
- BUS. 448 Using Microsoft Windows
- BUS. 457 Presentation Software: PowerPoint
- BUS. 470 Advanced Spreadsheets
- BUS. 472 Introductions to Word for Windows
- BUS. 478 Integrating Microsoft Office
- BUS. 480 Using the Internet, Part I
- BUS. 482 Using the Internet, Part II
- BUS. 483 Creating Web Pages: Introduction to HTML
- BUS. 484 Creating Web Pages: Intermediate HTML

**January 25, 2005 Meeting**

6. **Minutes of December 14, 2004** – Amend – Item 4 Course Modification ENGL 200 Introduction to Linguistics: A survey of Language offered as a 680 course in spring 2005, modification approved for fall 2005. Minutes approved as amended.

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7. **Demonstration of Excel Curriculum Forms** – Jose Pena showed how to navigate the curriculum forms used by faculty and deans to submit course materials. Faculty should download the newest version of the forms whenever possible. Forms and detailed information can be downloaded from the <http://www.canadacollege.edu/inside/> web page. Faculty who are developing new courses, modifications etc. should consult their dean and division curriculum committee representative as needed in order to submit a concise well designed course to the curriculum committee.
8. **AP Placement Testing Recommendation** – Tabled
9. **Course Modifications:**  
**INTD 115 Introduction to Interior Design** – Change course content, objectives, catalog and schedule description, methods of evaluation and textbook. Modification approved.
10. **Other**  
Change the current subject code for Information Technology from BUS. (Business Office Technology) to CIT (Computer Information Technology) – Approved
  - BUS. 422 Help Desk
  - BUS. 425 Basic DOS
  - BUS. 426 Advanced DOS
  - BUS. 446 Introduction to Local Area Networks
  - BUS. 450 Maintenance and System Upgrades, Part I
  - BUS. 451 PC Maintenance and System Upgrades, Part II
  - BUS. 453 Troubleshooting Systems
  - BUS. 464 Advanced Windows Operating System
  - BUS. 467 Internet/Network Security
  - BUS. 479 Internet for Technicians
  - BUS. 492 Networking Essentials
  - BUS. 493 Internetworking using TCP/IP
  - BUS. 494 Supporting Windows XP Professional
  - BUS. 496 Windows 2000 Active Directory
  - BUS. 497 Windows 2000 Professional
  - BUS. 498 Windows 2000 Server

**7.3 College Council:** No Report

**7.4 AFT:** Annie Nicholls is asking that the word go out that the campus is in need of representative.

**7.5 FACCC:** none

**7.6 Professional Personnel:** Two proposals for the Trustees Development went forward to the Trustees, there is still money available for professional development and trustees. An online form is in the works.

**Matters of council interest:**

Martin Partlan brought up the need for new senate elections by May 1<sup>st</sup>. Rich Follansbee spoke longingly about running for president. Lezlee Ware wanted to announce the one-woman play by Cynthia Foreman on May 3<sup>rd</sup>. Rich Follansbee would like to make it

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known that many faculty are bothered by the increase in health care costs. Rich said some faculty have mentioned the idea of a strike. Paul suggested that The Union should consider term limits at the executive level as many faculty members have brought the issue up. Patty wanted to bring up that we are moving forward with the next steps in Strategic Plan—another meeting is in the works. ASGC would like to invite Middle College to learn about how the program is working.

**Motion to adjourn:** 4:00PM

**Upcoming meetings: First and third** Wednesday of every month 1:15pm in 17-107.  
2/16, 3/2, 3/16, 4/6, 4/20, 5/4, 5/18.

**Agenda:** 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.canadacollege.net/about/academicsenate.html>

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