

Cañada College Academic Senate Governing Council

Meeting Minutes for Thursday, September 8, 2011

Building 13, Room 116

2:00 to 4:00 p.m.

Academic Senate Governing Council Members in Attendance: David Clay, Monica Malamud, Katie Schertle, Leonor Cabrera, Alicia Aguirre, Denise Erickson, David Meckler, Ana Miladinova, Karen Olesen, Evan Innerst

Academic Senate Members in Attendance: Sarah Harmon, Patty Dilko, Jenny Castello,

Guests in Attendance: Jim Keller, Sarah Perkins, David Johnson, Diana Bennett

1. Call to Order: 2:05 p.m.

2. Adoption of Agenda: Motion by Denise Erickson to approve with no changes: seconded and approved unanimously.

3. Approval of Minutes: Motion by Denise Erickson to approve August 25th minutes with proposed changes: seconded and approved unanimously. Motion by Denise Erickson to approve minutes of the Special Meeting from May 25: seconded and approved unanimously.

4. Public Comment: Denise Erickson suggested that we end the meeting in time to let people get home to hear President Obama's speech. All agreed.

5. Committee Reports:

5.1 Curriculum Committee: 1st Meeting tomorrow with a focus on CurricuNet in room 2-10 (or via webinar) from 9:30 to 10:30 a.m. Curriculum has made a request to archive the webinar presentation for any faculty members who cannot attend at that time. The course outline process is the same as usual for the remainder of this semester; CurricuNet takes effect in the spring. All faculty are encouraged to attend tomorrow's meeting.

5.2 Budget Committee: ASGC President Clay reported that, at yesterday's meeting, President Keller gave an overview of the budget focusing on potential cutbacks for next year.

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The practical applications of going to Basic Aid will be addressed in future meetings. We need a faculty representative for this committee as the current rep is no longer available. Meetings are 1st and 3rd Wednesdays of every month.

5.3 CPC, IPC, SSPC: IPC will have a role in the drafting of our Educational Master Plan. Last year's draft will be incorporated and brought to ASGC for review.

5.4 AFT: The district and AFT have reached a tentative agreement (TA). In light of salary improvements for supervisory employees approved by the Board of Trustees on August 24 (despite the fact that the District had told the AFT during negotiations that there was no funding for any salary improvements), the Executive Committee of the AFT rescinded its prior decision to recommend approval of the TA. Instead, the TA will be submitted to faculty for ratification without a recommendation.

5.5 Professional Personnel & CIETL: The deadline for long term proposals is October 15th. CIETL Grand Opening on September 14th from 2 to 3:30. All are welcome. The 1st CIETL Book Group is Friday 16th from 12:30 to 2:00 p.m.

5.6 ASGC Treasury: No report.

5.7 Committee for Student Equity: We may want to recommend more student representation. The Student Equity Plan (1st draft) should be ready within a month or two. A survey regarding how diversity and equity impact faculty planning was issued at the end of last semester; however, since so few people had the time to respond during that hectic time, the plan is to reissue the survey. Responding is not obligatory. Faculty responses will be private, but the identity of those who respond will not. The results of the 1st survey will be examined at the next CSE meeting. Some feel it may be wise to throw out all the responses from the last survey in order to ensure that the data from the new survey will remain separate. (Note: This issue was discussed further in section 7.4.)

6. Old Business

6.1 Committee Appointments: Division Reports on the Presidential Screening Committee Selections and Adjunct Representative for CPC:

Presidential Screening Committee Reps: From H&SS, Lisa Palmer; from Science and Technology, Danielle Behonick ; from Workforce Development and Athletics, Leonor Cabrera; from Counseling and Enrollment Services, Lorraine Barrales-Ramirez; Co-Chair, David Clay. Motion to approve all names by David Meckler: approved unanimously. (Note: Library faculty members are included with Student Services.)

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Accreditation: The Overall Co-Chairs of the committee are Greg Stoup and Doug Hirzel. (Please see Appendix 1 for the complete list of co-chairs and committee members.)
Motion to approve by Katie Schertle: approved unanimously.

A faculty rep for the Budget Committee and an adjunct rep for CPC are needed.
An email has been sent out to adjuncts to announce the position.

6.2 By-Laws Revision/Task Force: David Meckler and Katie Schertle will make preliminary updates to the current By-Laws and then distribute via email prior to our next ASGC meeting. At that meeting, we can all discuss further revisions in detail.

6.3 Review of Educational Master Plan (ongoing): VPSS is working on a draft possibly to be ready by the end of the month.

6.4 Consideration of Service Learning and Sustainability Programs: Sustainability is a component of CIETL's ongoing projects.

6.5 Follow-Up on Ethnic Studies Resolution: David Clay sent a note to the committee suggesting they consider such plans as addressing the new AAT degree requirements and the ramifications they hold for Ethnic Studies courses. The Co-chairs of the committee sent positive responses to David and they let him know a meeting is being planned.

7. New Business

7.1 To Be Arranged Hours (TBA): State Regulations, Auditing, Guidelines, and Plan for Next Semester: Sarah Perkins thanked Rita Sabbadini and the faculty members who worked so hard to bring us into compliance over the past several weeks. (NOTE: In the past, TBA hours were referred to as HBA, or hours by arrangement.) She emphasized that the regulations we have received are state driven and not established by our college or district. We were audited last academic year, but we don't have the final audit yet. The state office is being literal with Title V, which states the requirement that TBA hours must be held in the "line of sight" of a qualified teacher. The interpretation from the State is that TBA is a scheduling issue, not a curriculum issue (i.e. TBA hours attached to courses with a weekly or daily census can be submitted for reimbursement; other TBA hours cannot. Only TBA hours held on campus are eligible for reimbursement. Off-campus (including online but off campus) TBA hours are not. TBA hours must be described in the syllabus for that course, and they must be explained on the syllabus and engaged in by the students as one hour per week (not 16 hours stockpiled at the end or beginning of the semester). TBA's must start before the Census date of the course (no matter the start date of the course). Ron Galatolo has requested a white paper from Sarah to take to Sacramento which would address logistical problems for students and the possibility of incorporating off campus/online TBA hours; therefore, Sarah is asking for input from the

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faculty. ESL had a long discussion regarding TBA hours, and the understanding is that TBA can be online as long as the online work is done while a faculty member is online at the same time and available to answer questions and provide assistance. So a specifically scheduled time of online TBA hours for qualified faculty members could be a feasible off-campus option. This would enable students to work online from home/off-campus if only for limited hours. The Chancellor's Office issued guidelines for the implementation of TBA hours, but there's no original explanation as to the core purpose of TBA's from the state. The Curriculum Committee website miscellaneous folder has three pertinent documents that may provide further insight about the issue. Eliminating TBA hours has significant budgetary implications which would adversely affect the college.

7.2 District Academic Senate Update: Diana Bennett DAS President introduced herself, gave an update, and thanked faculty members for their participation and input. She reminded us of a recent email from her which addresses current issues and contains the details of the items she discussed briefly at this meeting (FSAs, minimum qualifications, plus/minus grading, the faculty hiring procedure and policy, budget links for all three colleges, SB1440, moving discontinued programs to community ed., reviewing the program review models across the district, CurricuNet, the possibility of becoming a Basic Aid institution, student involvement in decisions regarding program discontinuation, and the International Studies Task Force). All are encouraged to read it. Karen Olesen suggested having rotating DAS meetings on all three campuses for increased faculty attendance.

7.3 Implementation of Prerequisites/Computer Blocking: Postponed to next meeting.

7.4 Committee for Student Equity: Add Representatives (A representative for Student Service Programs, an administration representative, faculty for Division representation if possible, and more students (NOTE: This is a continuation of the previous discussion about Student Equity from section 5.7 above. There was no discussion about adding representatives at this time.) *Motion to keep the data from both Student Equity questionnaires separate and available for everyone to review. Motion seconded by Evan Innerst.* Discussion: if the data is invalid, we shouldn't keep it. If it valid, keep it and don't do another questionnaire since there would be no need for one. Our campus researcher should be able to determine the validity of the data. Could we ask to have him come to our next meeting to clarify? *Motion not passed: Nays (4) = Monica Malamud, David Meckler, Katie Schertle, Karen Olesen; Abstain (1)= Ana Milladnova; Yeas (4) = Alicia Aguirre, Denise Erickson, Evan Innerst, Leonor Cabrera. David Clay added a yea vote which did not create a majority.* Our decision at this time is to table this unresolved issue until our next meeting. ASGC will invite Greg Stoup to that meeting to clarify the issue and answer questions. This will happen before another questionnaire is sent out.

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8. Matters of Council Interest: None.

9. Upcoming Meetings: September 22, October 13, 27, November 10, December 8

10. Adjourn: 3:45 p.m.

APPENDIX 1

Committee Membership for 2013 Site Visit & Self-Evaluation Report

Overall Co-Chairs: Greg Stoup and Doug Hirzel

Standard I: Institutional Mission and Effectiveness

Robert Hood, Co-chair

Patty Dilko, Co-chair

Standard II: Student Learning Programs and Services

Co-Chairs: Anniqua Rana and David Johnson

A. Instructional Programs

Anniqua Rana, Co-chair

Rita Sabbadini, Co-chair

B. Student Support Services

Kim Lopez, Co-chair

Bob Haick, Co-chair

C. Library and Learning Support Services

Michelle Morton, Co-chair

Alicia Aguirre, Co-chair

District Liaison: Jing Luan

Standard III: Resources

Co-Chairs: Linda Hayes and Nathan Staples

A. Human Resources:

Janet Stringer, Co-chair

[A faculty member will be invited to serve as co-chair.]

District Liaison: Harry Joel

B. Physical Resources

Mike Garcia, Co-chair

Sarah Perkins, Co-chair

District Liaison: Jose Nunez

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C. Technology Resources

Nathan Staples, Co-chair

Sarah Perkins, Co-chair

District Liaison: Eric Raznick

D. Financial Resources

Paul Roscelli, Co-chair [to be approved at the next meeting]

Robin Richards, Co-chair

District Liaison: Kathy Blackwood

Standard IV: Leadership and Governance

Martin Partlin, Co-chair

Roberta Chock, Co-chair

District Liaison: Barbara Christianson

Responses to 2007 Self Study Planning Agenda

Sarah Perkins, Co-Chair

Rachel Corrales, Co-Chair

To request that an item be added to the agenda, please contact one of the ASGC members.

*To see past minutes and other ASGC information, go to
http://www.canadacollege.edu/inside/academic_senate/index.html*

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