

Cañada College Academic Senate Governing Council

Meeting Minutes for Thursday, September 27, 2012

CIETL Center

2:10 to 4:10 p.m.

Academic Senate Governing Council Members in Attendance: David Clay, Karen Olesen, Sandra Mendez, Leonor Cabrera, Denise Erickson, David Meckler, Ana Miladinova, Lorraine Barrales-Ramirez

Academic Senate Members in Attendance:

Guests in Attendance: James Keller, Linda Hayes, Rajesh Lathigara, Janet Stringer, Doug Hirzel, Anniqua Rana, Rosa Perez (Counseling Intern)

1. Call to Order: 2:15PM

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

3. Approval of Minutes 9/13/12: Moved/seconded/approved unanimously.

4. Public Comment:

The composition of the current presidential search committee brought about many questions for further discussion. In August, 6 faculty members were approved to serve on the committee instead of 5. The members represent AFT, science, business, counseling, senate president/humanities, and humanities. No discussion or explanation was ever given about why an extra member was needed. When does the vote to the senate get modified or overwritten? Should representation be equal or equitable? (The ASGC approved the addition of a separate Humanities Division representative to the President Hiring Committee on August 23.)

Student Educational Plan (SEP) campaign–The deadline for completing an SEP for the purpose of an earlier registration Spring 2013 is Friday, October 26th, at noon. Students are encouraged to schedule an appointment with a counselor well in advance of the October 26th deadline since counseling services are highly impacted.

Robert Reich will be speaking in the Main Theater on Wednesday, Oct. 17th at 7:30 p.m. His talk is a benefit for the new social sciences student scholarship fund. Ticket prices and details can be found in the college news blog <http://canadacollegenews.blogspot.com/>.

EOPS/CARE/CalWORKs students are required to submit Academic Progress Reports. Professors are asked to complete the Instructor Section of the report and return it to the student no later than Friday, October 12th

5. Committee Reports:

5.1 Curriculum Committee: Last week the curriculum committee had the Stand-Alone Credit Course Training that is required by the State and CurricUNET update training.

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They will be reviewing courses tomorrow at the meeting and getting Articulation updates as well. All are invited to attend the meetings. Next meeting will be held Friday, November 28th at 9:30 am in Bldg. 2-10.

5.2 Budget Committee:

The next meeting will be held on 10/2/12. The key topics for discussion will be the Participatory Governance Manual and the Cañada College Student Performance & Equity Dashboard.

5.3 CPC: Same as above.

IPC – Two new members now part of IPC: Michelle Mendoza (Counseling & Basic Skills) and (Electronic Resource Librarian & Distance Education Coordinator).

SSPC – Carol Rhodes from the SLO Advisory Committee came to request that SSPC to do the assessment planning for student support assessment. Since SSPC does this already they thought it was a good idea. This will be on their next agenda as an action item.

SSPC went through the Educational Master Plan Grid and included various activities for 2011-2012. SSPC will continue to input data onto the grid to keep it up-to-date.

After reflection and assessment of the Program Plan teams, it was agreed that two of the teams needed to be configured differently. Below are the new Programs for the Fall/Spring 2012-2013:

- Program 1 Application and Outreach
- Program 2 Assessment, Orientation and Registration
- Program 3 Transfer and Articulation
- Program 4 Financial Aid and Financial Literacy
- Program 5 Counseling
- Program 6 Career Services
- Program 7 Student Life and Leadership
- Program 8 Wellness: Disability Resource Center, Psychological Services, Health Center
- Program 9 Student Support: TRiO, Beating the Odds, Veterans, EOPS/CalWORKs/Care
- Program 10 Academic Support (Learning Center)

CSE – Reviewed committee membership. CSE needs two faculty members.

5.4 AFT: No report. **Request to ask for a member to be present at next meeting.**

5.5 Professional Personnel & CIETL: No report from PP. Currently, receiving lots of applications Kurt Devlin has been doing a wonderful job with reviewing them.

CIETL – Dr. David Hubert will be leading this campus-wide discussion on E-portfolios on Friday, November 2, 2012 from 10:00-2:00 pm

Novelist and anthologist Victoria Zackheim presents Exit Laughing: How Humor Takes the Sting Out of Death on Oct 11, 2012 from 11-12noon.

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5.6 ASGC Treasury: Actual amount from district \$14,000. Exact update will be given at the next meeting.

5.7 Technology Committee: Reviewed District Strategic Plan for replacement Technology as well as the Cañada College Technology Replacement Plans. Based on this information requests for technology will be prioritized during the next IPC and SSPC meetings to determine the best distribution of funds for technology purposes.

5.8 Basic Skills Committee: Anniqua Rana is the Basic Skills coordinator; reviewed committee by-laws and membership at their last meeting.

Voting Members:

1. Student – not identified.
2. BS Writing - Salumeh Eslamieh
3. BS Reading - Yolanda Valenzuela
4. BS Math - Mike Hoffman
5. CTE Faculty Rep. - Paul Nass?
6. ESL Faculty - Jenny Castello
7. Library - Michelle Morton
8. TRIO/EOPS/College Readiness - Romeo Garcia (not confirmed)
9. Learning Support Services - Rita Sabbadini
10. Counseling - Michelle Mendoza
11. Non-Basic Skills Faculty - Alison Field?
12. Instructional Administrative - David Johnson
13. Student Services Administrative - Kim Lopez

Chair doesn't represent an area; Chair doesn't normally vote but can vote in the case of a tie

Action to: approve Basic Skills Committee membership at the next ASGC meeting.

Word Jam will be held Jan 7-11, 2013. Recommendation: to provide the sign-up for the program online to consistent with Math Jam.

Transfer Discipline Parade will be held in Main Theater on October 25th, 2012. Time: 8:30-10:30 am and 7:00-9:00 pm.

Basic Skill Committee meets every 3rd Tuesday of every month.

6. Old and Ongoing Business

6.1 Committee Appointments; Environmental Sustainability Committee Professional Development Committee

Goal was to solicit members and approve faculty memberships.

Committee: Jenny Castello, Vera Quijano, Elsa Torres, Susan Mahoney, Raj Lathigara.

Committee approved by ASGC. Updates on a regular basis would be great for ASGC.

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Professional Development - If Denise Erickson is appointed to be a faculty representative for the professional development committee, the committee will have 3 members from humanities/social science, 1 Business, and non from science/technology. Based on the previous discussions there has been a desire to include science/technology representation on this committee.

Motion to: ask the science division how they would like the representation to look like and report decision back to ASGC. Option 1: Science/Technology representative joins the committee as a full member (Denise steps down). Option 2: Denise and a Science/Technology representative become co-members. Moved/seconded/approved unanimously.

6.2 Ethnic Studies Committee Recommendation to request an agenda item with curriculum on the policy in place used to evaluate ethnic studies courses.

7. New Business:

7.1 Faculty Evaluation of Administrators: Should the Senate support a process of faculty evaluation of Administrators? Go back to former practice? Form a working group to make suggestions for such a process?

Discussion was led about reestablishing faculty evaluation of administrators. Recommendation to the district academic senate to see what procedure is in place. Motion to: present the topic to DAS for discussion and get an overview of what is going on in our sister colleges. Moved/seconded/approved unanimously.

7.1.5 CIETL

E-Portfolios - campus-wide discussion on Friday, November 2, to discuss E-portfolios and student learning. Dr. David Hubert will be leading this campus-wide discussion, which will be followed by program level workshops.

Why E-Portfolios?

1. Students learn from the process of creating their own portfolio. The reflection component promotes self-awareness and the final product is one they can proudly use to showcase their abilities to potential employers.
2. Faculty can identify signature assignments to make this a meaningful process for students.
3. E-Portfolios are one of the few direct methods to assess program, college, workforce, and transfer-level learning.

ASGC supports and approves the ongoing discussion of E-portfolios.

7.2 Rules and Regs referred by the District Shared Governance Committee: Sharepoint. Approved by the senate.

Reviewed the rules and regulations (listed below) with the most updated changes presented at the last DAS meeting; the complete details are located on the Sharepoint site.

<http://sharepoint.smccd.edu/SiteDirectory/canccurriculum/Board%20Reports/Forms/AllItems.aspx>

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8.55 Conference Attendance and Travel

Added the following sections:

“2. Reimbursement of expenses must be fully documented, authorized by the appropriate personnel and must meet the most current necessity and reasonableness standards set by the Internal Revenue Service and California Education Code Section 87032.”

“3. The Chancellor shall ensure that District administrative procedures are comprehensive and prescribe what expenses and activities are reimbursable. District administrative procedures for conference attendance and travel will be reviewed and updated at least annually by the Executive Vice Chancellor.”

8.47 Study-Travel Tours Rev

3. Eliminated the word corporate. No other changes noted.

8.40 Risk Management

3. *“The District shall assure that students are covered by accident insurance in those instances required by law or contract.”*

8.33 Auxiliary Services

1a. Added *“and the California Community Colleges Budget and Accounting Manual.”*

d. *“College bookstores shall comply with the requirements of the Reader Privacy Act.”*

7.43 Financial Aid Programs

1. Added *“Financial aid programs, including but not limited to loans, scholarships, grants and work programs”*

7. Added *“educational programs, marketing, advertising, recruiting or admission services.”*

7.41 Disabled Students Programs and Services

1. *“Students with disabilities shall reasonably accommodated pursuant to federal and state requirements in all applicable programs in the District.”*

5. *“The District shall respond in a timely manner to accommodation requests involving academic adjustments. The Chancellor or designee shall establish a procedure to implement this policy which, at a minimum, provides for an individualized review of each such request, and permits interim decisions on such requests pending final resolution by the appropriate administrator or designee.”*

6.01 Philosophy and Purpose

5. Added *“and will comply with the requirements of the Reader Privacy Act.”*

2.34 Computer and Network Use

2. *“Employees and students who use District computers and networks and the information they contain, and related resources, have a responsibility to respect software copyrights and licenses, respect the integrity of computer-based information resources, refrain from seeking to gain unauthorized access, and respect the rights of other computer users.”*

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3. *“The Chancellor shall establish procedures that provide guidelines to students and staff for these appropriate uses of information technologies.”*

2.28 Safety Injury and Illness Prevention Program Rev

7. *“The Chancellor shall establish procedures necessary to assure cooperation with local public health officials in measures necessary for the prevention and control of communicable diseases in students.”*

2.02 Chancellor of the District

7. Added *“The Chancellor shall ensure that all relevant laws and regulations are complied with, and that required reports are submitted in timely fashion.”*

8. Added *“The Chancellor is empowered to reasonably interpret Board policy.”*

7.3 ASGC priorities for 2012-2013. None.

8. Matters of Council Interest: None.

9. Upcoming meeting: October 11.

10. Adjourn: 4:05PM.

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