

## Cañada College Academic Senate Governing Council

Meeting Minutes for Thursday, January 24, 2013

CIETL Center

2:10 to 4:10 p.m.

**Academic Senate Governing Council Members in Attendance:** David Clay, Sandra Mendez, Leonor Cabrera, Alicia Aguirre, Denise Erickson, David Meckler, Ana Miladinova, Lorraine Barrales-Ramirez, Monica Malamud, Doug Hirzel

**Academic Senate Members in Attendance:** David Patterson, Heather Schwappach, Paul Stegner, Salumeh Eslamieh,

**Guests in Attendance:** David Johnson, Rajesh Lathigara, Kay Oneil, President Buckley.

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**1. Call to Order:** 2:13PM.

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

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

**4. Public Comment:** Heather Schwappach is now the new resource librarian.

**5. Committee Reports:**

**5.1 Curriculum Committee:** Course repeatability - all courses are being realigned across our entire district. Next meeting will be held on January 25<sup>th</sup> 2013 from 9 to 12PM.

**5.2 Budget Committee:** The last joint meeting of the semester was held on 12/19. The first College Planning Budget council meeting will be held on 2/16/13. Key topics will include: Process for reviewing By-laws, Accreditation update, creation of strategic plan, evaluation of planning/governance process.

**5.3 CPC:** Same as above.

**IPC** – No report.

**SSPC** – Approved the following positions to move forward on the hiring process: General counselor, Transfer Center Counselor/Coordinator, **Student Activities Assistant – Student Life (PT)**, **Career Center Assistant – Career (PT)**, Financial Aid Technician. Jai Kumar spoke about Materials Fee Integration for Online/Custom Materials. Discussion was held on Chapter 7 (manual) policies and procedures which will be reviewed at next meeting along with Standard IIB.

**CSE** – Outlined the “Goals” section of the Equity Plan. The next step is to take it to the administrative planning council.

### Academic Senate Governing Council – 2012-2013

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**5.4 AFT:** AFT will be gathering data from faculty in regards to workload through a user-friendly survey. The goals of the survey are: (1) to create a salary schedule for part-time faculty that will bring part-timers' wages up to the third or fourth rank in the Bay Ten as well as determine compensation based on education and teaching experience, which is the way the full-time salary schedule is structured. (2) To verify a concern that faculty members routinely perform additional duties and responsibilities that may not be contractually required.

**5.5 CIETL/Professional Development:**

Professional Development – No report. Request to continue to submit proposals for long term projects.

CIETL- Flex Day workshop on e-portfolios will be held in March. E-portfolio task force is also being created.

We have a wonderful opportunity to meet with our peers in the CSU's and community colleges throughout the state at the 2013 Compass Conference: The Future of General Education: Context, Collaboration, and Competencies, March 8 - 9, pre-meeting March 7. The themes of the conference this year are Sustainability and ePortfolios.

Highlights: Tuesday, March 25 & 26 expert on Asperger's will be giving a presentation. Presentation on AB540 and deferred action will also be topics covered throughout the semester. Additional details will follow.

**5.6 ASGC Treasury:** No report.

**5.7 Technology Committee:** External plan for everything...what should we really do? Next step **has been** to validate upgrades in all the computer labs.

**5.8 Basic Skills Committee:** Discussed enrollment in Basic Skills Courses, program level outcomes assessment, and reviewed Basic Skills counselor's plan for Spring 2013.

**6. Old and On-going Business**

**6.1 Update on Faculty Hiring:** President Buckley led a discussion on faculty hiring. It is his desire to engage in a more open dialogue during this year's process so that we have a more enriched understanding as to why a position is preferred. He believes it is important to bring into the equation discussion of funding resources, timing of hiring, and connection to our strategic initiatives.

**6.2 Committee Appointments:**

Division representatives on Planning and Budget Committee – Nancy Wolford, Martin Partlan, Sarah Harmon, Jenny Castello, Karen Olesen (Interim; Spring 2013 only), David Patterson (starting Fall 2013). Motion to: approve the following members. Moved/seconded/approved unanimously.

E-portfolio Task Force faculty members – Carol Rhodes, Anniqua Rana, Michelle Morton. Motion to: approve the additional members. Moved/seconded/approved unanimously.

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International Task Force faculty members - Candice Nance (International Business professor) will be the formal representative; alternate representative Jenny Castello.

VPI Hiring Committee –Janet Stringer will serve as the chair of the committee. The composition of the committee was created to include four faculty members, classified manager, classified line worker, student, and second classified manager. The faculty committee members include David Clay, Paul Naas, Martin Partlan, and Michelle Morton. Motion to: approve this membership to the approval. Moved/seconded/approved unanimously.

Science & Technology Rep to ASGC – Akilles Speliotopoulos is the new science & technology representative.

Interim ASGC Treasurer –After further discussion, Leonor Cabrera will continue to serve as ASGC Treasurer. Leonor Cabrera will review the agenda before each meeting and request that President Clay relay any action items to second part of the meeting.

### **6.3 Updates:**

Faculty hiring proposals. President Buckley: we should be able to replace all retired positions. We will look at FTE for each discipline (fulltime) and FTE for each discipline (part-time). Take a closer look at the data to make appropriate decisions. We need fulltime faculty to best serve a program to its full potential. Goal is to develop a strategic enrollment plan.

For example: We don't have the career technical programs that cater to Male students. Next step will be to figure out ways to serve our community better and create gender balance and a new vision for Cañada.

Request for Faculty Evaluation of Administrators – This topic is currently being reviewed.

Bylaws Revision – Committee will be created.

### **7. New Business:**

**7.1 EOPS/CARE/CalWORKs position** – Position will be put forth through the faculty process.

**7.2 Workforce Grant Decision Making Model** – The Grant Decision Making Model was presented by Raj Lathigara. This model will be used to provide information about whether the College should apply for specific grants.

Four important factors when making decisions:

**(1) Job** – LMS/EMSI/Environmental Scans; industry trends; local partners  
What are the short term/long term job prospects...regional job prospects? Does it require employer partnership?

**(2) College** – Divisional goals; strength/capacity building; Articulation  
Aligned with Institutional Learning Outcomes & Program Learning Outcomes? Does it allow us to build on current strength...help with capacity building? Local competition—public/private?

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**(3) Money** – Federal/State; WIB/Local/Other; Amount/Duration

Is the award amount sufficient to implement programs(s)? What is the length of the award? Is the award recurring or one-time funding? Do they require matching funds? How much? Program sustainability after the grant ends?

**(4) Community** – Residents, Businesses & Govt. agencies, etc; demography; needs; collaboration opportunities

Is it aligned with community needs & demography? Does it require collaboration with community partners?

Request to distribute the electronic version of the Workforce Grant Decision Making Model and to encourage further discussion at a future meeting.

**8. Matters of Council Interest:**

**9. Upcoming meeting:** February 14, 2013.

**10. Adjourn:** 4:15PM.

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