

Cañada College Academic Senate Governing Council

Meeting Minutes for Thursday, August 25, 2011

Building 13, Room 110

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: Patty Dilko, Lene Whitney-Putz, Jessica Einhorn, Salumeh Eslamieh, Frank Young, Jenny Castello, Lezlee Ware, Elizabeth Terzakis, Mike Stanford, Martin Partlan, Yolanda Valenzuela, Ana Budd,

Guests in Attendance: Jim Keller, Sarah Perkins, Raj Lathigara, Michelle DeCoteau, Lucy Salcido-Carter, Kim Lopez, Robin Richards,

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

2. Adoption of Agenda: Motion by Alicia Aguirre to approve with proposed changes. Seconded and approved unanimously.

3. Approval of Minutes: Motion to approve May 12 minutes with proposed changes: Moved, seconded, and approved unanimously. Motion to approve minutes of the minutes of the Special Meeting from May 25: President Clay has postponed this approval until the next meeting.

4. Public Comment: Interim President Jim Keller gave a brief summary of upcoming events and projects for Cañada and expressed his pleasure at beginning a new academic year here.

5. Committee Reports:

5.1 Curriculum:

New CurricuNet system training by webinar on September 9th at 9:30 a.m. Division Reps will be available to assist faculty members in learning the new system. CurricuNet forms are still being developed so as to be easy to read. Once CurricuNet is up and running

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fully, any course outline in the country will be accessible at institutions also using CurricuNet. The system is designed to be intuitive, but participation in the webinar is still encouraged. All faculty members are also encouraged to stay involved in the continuing work on the new AAT degrees/SB1440. Currently, Cañada has completed seven AAT degrees.

Also, welcome Sheila Lau, who has joined Cañada as the Director of Articulation and Orientation.

5.2 Budget: No report.

5.3 CPC, IPC, SSPC:

No report except SSPC: Drafting a letter to encourage faculty to contact them if any students need specific help from them.

5.4 AFT:

At this point, there is a tentative agreement with the District about the new contract. Rollover professional development money is now possible.

5.5 Professional Personnel & CIETL:

Professional Personnel: All money used up last year. New allotment not known yet, but there are several applicants. Don't delay in applying.

CIETL: Opening of the new CIETL Center on September 14th from 2:00 to 3:30 p.m. in Building 9. Conversation on standards coming up on October 6th. Ricardo Flores is now stationed there to work with faculty on distance ed and other needs.

5.6 Finance:

Professor Carol Rhodes is the first to receive a reimbursement from the Academic Senate. Last semester we voted to cover transportation funds for faculty to travel (above the \$200/\$300 limit) out of the Academic Senate bank account.

5.7 Student Equity: The Committee for Student Equity will meet on the 2nd and 4th Wednesdays of every month at 4 p.m.

6. Old Business

6.1 Committee Appointments including Presidential Screening Committee:

Accreditation: Doug Hirzel is Co-Chair. Greg Stoup is Liaison Officer.

Presidential Screening Committee: In May the Senate asked the district to get the position filled as quickly as possible. Chancellor Gallatolo and Harry Joel expressed agreement. It should be possible to fill the position before June. David Clay read the exact membership categories of this screening committee. Four faculty appointments will be made

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jointly by the Academic Senate and AFT, such that there is one rep from each of the four divisions. If the reps from the four divisions do not include a faculty member who can also be considered an AFT rep, then an additional faculty member, representing AFT, will be appointed to the committee, bringing the total number of faculty reps appointed by AS and AFT to five. David Clay requested open discussion regarding the faculty appointments to this committee since it isn't a Senate committee (and therefore doesn't fall under the purview of our bylaws) but does have faculty representation.

- An emergency meeting is one option.
- It might be wise to have the Academic Senate Governing Council make a decision as a body (today or another day).
- Diverse skills should be considered for faculty representatives on this committee. Some skills may be unintentionally overlooked when certain strengths are focused on.
- Divisions should be consulted before the Governing Council makes a decision. The wisdom of the non-Governing Council faculty members is invaluable.
- Some divisions might feel it necessary to have a follow-up discussion and vote before the ASGC makes a final recommendation.
- Should we discuss the desirable qualifications of faculty representatives on this committee?
- In the past, previous experience with governance was considered a valued quality for faculty members on presidential screening committees.
- Maybe it would be helpful to create a list of desirable qualities for faculty members on this committee.
- Some feel it is absolutely necessary to discuss and vote in divisions first before an ASGC decision is made. Emergency division meetings could facilitate this.
- Motion: ASGC directs divisions to send decisions to the ASGC in time for its September 8th meeting. These decisions may be made by consensus email vote or emergency meeting. Motion seconded and passed unanimously.

6.2 Review Draft of Educational Master Plan

The first draft should be completed by next week and sent out to the campus. It can be discussed at meetings, through email, and possibly via an online survey. CPC will hopefully be able to approve the core of the document by the end of the fall. Continued discussion about this will be on the ASGC agenda for our next meeting.

6.3 Distance Education: “Handbook” and “Regular Effective Contact” documents:

Does the ASGC need to review these documents in detail? Should the Curriculum Committee review them further? Other faculty members who haven't been involved in distance

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ed should be given training/help to strengthen their familiarity with it. The Distance Education documents will be reviewed by the Curriculum Committee.

6.4 Follow up on Ethnic Studies resolution:

It may be time to renew membership of the Ethnic Studies Committee, according to their bylaws.

The new AAT degree should be considered by the Ethnic Studies Committee in that no additional course requirements (such as an Ethnic Studies course) may be added to the AAT, but Cañada's own "in-house" degrees can contain such courses. It is another layer of complexity to keep in mind in course and degree development.

7. New Business

7.1 Faculty Participation in Student Conduct Board & Student Grievance Board:

Robin Richards reviewed the district process for handling student discipline and student grievance issues. Note: the majority of the process is handled at the campus level. (See the Appendices at the end of these meeting minutes for full details.)

Robin requested approximately 5 faculty volunteers to be a part of each board.

7.2 Consideration of a Service Learning Program:

What steps should AS take? The VPS and VPII would welcome the conversation with AS.

7.3 Priorities for the ASGC this semester:

The Diversity Committee has not met in some time. This will be added to the agenda for the next meeting.

Prerequisites have caused problems for many faculty members and their students. What steps can be taken?

The Constitution and Bylaws of the AS need updating, especially regarding committees.

Sustainability has been of increasing interest on campus and is closely applicable to service learning. The ASGC should take an active role in this.

7.4. Extra meetings in November and December:

None requested.

8. Matters of Council Interest:

The Transfer Discipline Parade for ESL and Basic Skills students will take place in October.

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There has been a request to discuss at the district level the change in deadline for reporting grades.

Faculty meeting spaces: The faculty/staff lounge has been relocated and is much smaller. There has long been a need for a dedicated faculty meeting room (one which doesn't require scheduling and where faculty/staff members are allowed and encouraged to meet. CIETL space might be appropriate. There is an informal space already there.) Sarah Perkins has a faculty/staff meeting area document which she will distribute soon.

The Bay Area Honors Consortium will conduct a round table October 1st at Mills College.

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

10. Adjourn: 3:30 p.m.

APPENDIX 1:

San Mateo County Community College District (SMCCCD) Student Grievances SUMMARY

The SMCCCD colleges are committed to the concept that, in the pursuit of these ends, students should be free of unfair and improper actions on the part of any member of the academic community. If, at any time, students feel subject to unjust actions or denied rights, the student may file a grievance, or an appeal of the decision/action taken in response to a grievance, using the process described here.

Informal Resolution: *Initial College Review:* As a first step, try to resolve the matter on an informal basis directly with the person with whom the student has the grievance, that person's immediate supervisor, or the local college administration.

Informal Student Grievance Procedure		
Area	First Level of action	Second Level of action
Academic Matters: Grades, Testing, Class Content, Assignments, Attendance	Instructor	Division Dean
Admissions/Late Withdrawal	Dean, Enrollment Services	Vice President, Student Services
Discrimination Matters	Vice Chancellor, Human Resources	Chancellor
Fee Payments or Refunds	Cashier	Director, Business Services
Financial Aid	Director of Financial Aid	Dean, Enrollment Services
Academic or Progress Dismissal	Dean, Enrollment Services	Vice President, Student Services
Registration	Assistant Registrar	Dean, Enrollment Services
Residency Determination	Assistant Registrar	Dean, Enrollment Services

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Security and Parking	Supervisor, Campus Safety	Director, District Safety
Sexual Harassment	Vice Chancellor, Human Resources	Chancellor
Student Records	Assistant Registrar	Dean, Enrollment Services
Time, Place and Manner	Coordinator of Student Activities	Vice President, Student Services
Waiver of Academic Requirements	DSPS Director	Vice President, Student Services

Formal Process for Academic and Non-Academic Grievances

(Note: For grade grievances, see “Form al Process for Grade Grievances” at the end of this section)

Step 1. Filing a Grievance

Step 2. Review of Grievance

Step 3. Grievance Hearing Process: A Grievance Committee, consisting of a faculty member, staff member, and student will be selected to review the grievance. Each party to the grievance may call witnesses and introduce oral and written testimony relevant to the issues of the matter. Any relevant information shall be admitted. Formal rules of evidence shall not apply.

Step 4. Appeal to the President

Step 5. Appeal to the Chancellor

Step 6. Appeal to the Board of Trustees

Formal Process for Grade Grievances: *Note: For a grade grievance, the grade given to the student is the grade determined by the instructor. In the absence of mistake, fraud, bad faith or incompetency (according to Education Code 76224). the grade issued by the instructor will may not be changed.*

Step 1. Filing a Grievance

Step 2. Review of Grievance

APPENDIX 2:

**San Mateo County Community College District (SMCCCD)
Student Discipline Process**

SUMMARY

All students in the three SMCCCD colleges – Cañada College, College of San Mateo and Skyline – are expected to follow the Student Code of Conduct. If you have been charged with a violation of this Code, then you will be required to follow the colleges’ student disciplinary process. The process is outlined in the following steps.

Step 1. Incident Occurs (Potential Violation of the Student Code of Conduct)

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Step 2. Administrative Conference or Student Disciplinary Hearing

- **Administrative Conference:** The Disciplinary Officer will schedule a meeting with you and let you know of the charges and the basis for them. Based on the information at the Conference, the Disciplinary Officer may either 1) dismiss the charges for lack of merit or 2) notify the student of one or more disciplinary actions being taken (described in Step 3). You may request, at this time, the opportunity for a Student Disciplinary Hearing.
- **Student Disciplinary Hearing:** A notice of the hearing will be sent with the date, time, and place of the hearing and a statement of the charges against the student. The Disciplinary Board shall include: one student selected from the pool submitted by the Associated Students governing body, one faculty member selected from the pool submitted by the Academic Senate and one staff member from a pool submitted by CSEA and the Management Group. A Judicial Officer will also be appointed to assure the process is followed. The scope of the duties of the Disciplinary Board is to weigh the evidence presented in relation to the alleged violation and, based on the evidence, submit a recommendation to the Disciplinary Officer regarding the student's responsibility for violations of the Code of Conduct.

Step 3. Disciplinary Action(s) Recommended to VPSS

Step 4. Written Decision to Student

Step 5. Appeal to the President

Step 6. Appeal to the Chancellor

Step 7. Appeal to the Board of Trustees

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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