

# Cañada College Academic Senate Governing Council

Meeting Minutes for Thursday, **October 13, 2011**

Building 6, Room 112

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:** Martin Partlan, Lezlee Ware, Elizabeth Terzakis

**Guests in Attendance:** Jim Keller, Sarah Perkins

---

**1. Call to Order:** 2:10

**2. Adoption of Agenda:** Unanimously approved with proposed changes.

**3. Approval of Minutes:** Approved with two abstentions. (Katie Schertle and Leonor Cabrera were absent at the last meeting and could not vote on the minutes.)

**4. Public Comment:** None.

## **5. Committee Reports:**

**5.1 Curriculum Committee:** SB1440 was discussed at the district meeting; progress is continuing on getting transfer model curriculum in place. The district is discussing an alignment of placement systems for the three colleges. The revised repeatability policy goes into effect next fall. A faculty rep is needed for Science and Technology and will likely be a part-timer. CurricuNet starts on January 1<sup>st</sup> and all other forms will be gone. Any new courses must use this new system and its accompanying forms.

**5.2 Budget Committee:** A possible joint meeting with CPC has been proposed. All college faculty members are encouraged to attend these budget-related meetings and forward any ideas, concerns, or questions to the relevant representatives on this committee.

### **Academic Senate Governing Council for the 2011 – 2012 academic year:**

President: David Clay (x3379 / [clayd@smccd.edu](mailto:clayd@smccd.edu) ), Vice President: Monica Malamud (x3442 / [malamudm@smccd.edu](mailto:malamudm@smccd.edu) ), Secretary: Katie Schertle (x3314 / [schertlek@smccd.edu](mailto:schertlek@smccd.edu) ), Treasurer: Leonor Cabrera (x3158 / [cabreral@smccd.edu](mailto:cabreral@smccd.edu) ), Curriculum Chair: Alicia Aguirre (x3222 / [aguirre@smccd.edu](mailto:aguirre@smccd.edu) ), Professional Personnel Chair: Denise Erickson: (x3352 / [ericksond@smccd.edu](mailto:ericksond@smccd.edu) ), Humanities and Social Sciences Division Representative: David Meckler (x3439 / [mecklerd@smccd.edu](mailto:mecklerd@smccd.edu) ), Science and Technology Division Representative: Evan Innerst (x3256 / [innerst@smccd.edu](mailto:innerst@smccd.edu) ), Workforce Development and Athletics Division Representative: Ana Miladinova (x3147 / [miladinovaa@smccd.edu](mailto:miladinovaa@smccd.edu) ), Counseling and Enrollment Services Representative: Karen Olesen (x3415 / [olesen@smccd.edu](mailto:olesen@smccd.edu) )

### 5.3 CPC, IPC, SSPC:

- **CPC:** The Academic Senate will need to approve the new representative forwarded by IPC (Leonor is leaving as her two years are up).
- **SSPC:** Students need to be urged to develop SEPs by Nov. 3 for priority registration. Additionally, we must continue our efforts to alert all students to the new fee payment regulations which will take effect in the spring. All this month we will have Transfer Tuesdays – wear your college colors!

**5.4 AFT:** Since the contract was not ratified by AFT, negotiations need to resume.

**5.5 Professional Personnel & CIETL:** There was a successful launch of “Conversations with Colleagues” with Mike Stanford and Paul Roscelli. The 2<sup>nd</sup> conversation about standards is coming up. Look for announcements about the exact date. The long-awaited CIETL opening will take place on October 26<sup>th</sup>. Oct. 15<sup>th</sup> is the due date for long-term proposals for professional development. A pilot program was started last year to set aside \$2,500/year for people to use as costs (transportation and lodging) for conferences. The intention is to provide the means for a smaller number of people to do something substantial rather than have many people using small amounts to make up the difference of any costs not already covered.

**5.6 ASGC Treasury:** The current balance is \$15,185.73.

**5.7 Committee for Student Equity:** The committee hopes to have a draft of the Student Equity Plan in place by the end of the semester.

## 6. Old Business

### 6.1 Committee Appointments:

- **SSPC:** None.
- **CSE:** Motion to approve Hyla Lacefield as the new rep passed unanimously.
- **Conduct and Grievance Board:** VP Richards supplied a list of faculty members to work on this board at the last meeting: Byron Ramey, Cathy Lipe, Leonor Cabrera, Jennie Castello, Jeanne Gross, Ray Lapuz. Martin Partlan also volunteered after a request to all faculty was circulated. Motion to approve this list of faculty members for current pool approved unanimously.
- **District International Ed Committee:** Leonor Cabrera volunteered and President David Clay informally approved the appointment prior to this meeting. Motion to accept this appointment passed unanimously after discussion. The purpose of this committee is to develop processes for international students to follow as they come to the college. Issues relating to this include aligning with the other SMCCD colleges, minimum age for enrollment, how to market our college to international students, and going abroad to recruit. Curriculum is **not** something

#### Academic Senate Governing Council for the 2011 – 2012 academic year:

President: David Clay (x3379 / [clayd@smccd.edu](mailto:clayd@smccd.edu) ), Vice President: Monica Malamud (x3442 / [malamudm@smccd.edu](mailto:malamudm@smccd.edu) ), Secretary: Katie Schertle (x3314 / [schertlek@smccd.edu](mailto:schertlek@smccd.edu) ), Treasurer: Leonor Cabrera (x3158 / [cabrerel@smccd.edu](mailto:cabrerel@smccd.edu) ), Curriculum Chair: Alicia Aguirre (x3222 / [aguirre@smccd.edu](mailto:aguirre@smccd.edu) ), Professional Personnel Chair: Denise Erickson: (x3352 / [ericksond@smccd.edu](mailto:ericksond@smccd.edu) ), Humanities and Social Sciences Division Representative: David Meckler (x3439 / [mecklerd@smccd.edu](mailto:mecklerd@smccd.edu) ), Science and Technology Division Representative: Evan Innerst (x3256 / [innerst@smccd.edu](mailto:innerst@smccd.edu) ), Workforce Development and Athletics Division Representative: Ana Miladinova (x3147 / [miladinovaa@smccd.edu](mailto:miladinovaa@smccd.edu) ), Counseling and Enrollment Services Representative: Karen Olesen (x3415 / [olesen@smccd.edu](mailto:olesen@smccd.edu) )

the committee will address. The first meeting is next week; look for announcements regarding the exact date.

**6.2 By-Laws Revision/Task Force:** We need to reword the two clauses in the Bylaws which require signatures to *discuss* potential revisions to the Constitution and Bylaws. Discussions should not require permission; this should be reserved for *action* items. The ASGC Secretary will distribute via email a petition to all ASGC members to get signatures from the Cañada faculty so that we may begin our discussions about updating the Constitution and Bylaws.

**6.3 Review of Educational Master Plan:** The consequences of this plan are of the utmost importance, especially considering probable future budget cuts. How should we promote open discussion of this across the campus? Discussion has begun in IPC and SSPC; it will move to CPC and Budget meetings. Karen Olesen suggested listing the hiring of a full time Spanish speaking counselor as an accomplishment. David Meckler suggested changes regarding the liberal arts and SLOs. He pointed out that phrases such as “liberal arts,” “arts,” “creativity,” “expression,” and “expressive” appear rarely or not at all. David suggested revising the wording of the college SLOs to include phrases which refer to creativity and the expressive life. Additionally, he suggested including language which would address 1) the impact facilities planning has on the arts, 2) the role the arts play in the college’s interaction with the community, and 3) the influence the arts have on college students’ intellectual preparation for the best jobs.

Sara Perkins noted that a recent meeting addressing facilities renovation related to some of David’s concerns; however, it was pointed out that programming needs should drive facilities planning (not the other way around). One suggestion is to examine the college mission statement with an eye to possible revision. Another concern related to problems with classroom furniture; previous faculty suggestions and requests regarding classroom furniture were ignored. One suggestion is that instead of paying to repair current unwanted furniture, use the same money to replace all of it with faculty-approved furniture. It was noted that any current furniture under warranty is repaired by the company, not us. Another suggestion is that the Student Equity Committee should include these facilities/furniture discussions in its meetings so students can take part in the conversations. The Education Master Plan should include details that involve these facilities-related concerns. One concern about the Plan is how to make the language more energized so that the document doesn’t come across as perfunctory. Faculty members should join in the current round of discussions at various committee meetings to help influence the writing style of the document. The ASGC should make more concrete plans about how to structure these discussions.

**Academic Senate Governing Council for the 2011 – 2012 academic year:**

President: David Clay (x3379 / [clayd@smccd.edu](mailto:clayd@smccd.edu) ), Vice President: Monica Malamud (x3442 / [malamudm@smccd.edu](mailto:malamudm@smccd.edu) ), Secretary: Katie Schertle (x3314 / [schertlek@smccd.edu](mailto:schertlek@smccd.edu) ), Treasurer: Leonor Cabrera (x3158 / [cabrerall@smccd.edu](mailto:cabrerall@smccd.edu) ), Curriculum Chair: Alicia Aguirre (x3222 / [aguirre@smccd.edu](mailto:aguirre@smccd.edu) ), Professional Personnel Chair: Denise Erickson: (x3352 / [ericksond@smccd.edu](mailto:ericksond@smccd.edu) ), Humanities and Social Sciences Division Representative: David Meckler (x3439 / [mecklerd@smccd.edu](mailto:mecklerd@smccd.edu) ), Science and Technology Division Representative: Evan Innerst (x3256 / [innerst@smccd.edu](mailto:innerst@smccd.edu) ), Workforce Development and Athletics Division Representative: Ana Miladinova (x3147 / [miladinovaa@smccd.edu](mailto:miladinovaa@smccd.edu) ), Counseling and Enrollment Services Representative: Karen Olesen (x3415 / [olesen@smccd.edu](mailto:olesen@smccd.edu) )

**6.4 Follow-Up on Ethnic Studies Resolution:** Some topics for change include membership and justification of Ethnic Studies requirements. Reports will be made to the Curriculum Committee when more concrete wording of these changes has been made. NOTE: the Ethnic Studies Committee is a subcommittee of the Curriculum Committee, which is a subcommittee of ASGC.

## 7. New Business

**7.1 District Regulations - DRAFT of 6.13 Curriculum and Program Development, Program Review and Program Discontinuance Policy:** The current document says we need to have a process, but it isn't spelled out. The new proposed document is more detailed as to what program viability really means (i.e. program discontinuance) and what the process is for analyzing programs in terms of their viability. The attempt is to provide clarity for all concerned. Program improvement has typically been an organic effort initiated by departments, but program *discontinuance* is different. 6.13 section 2 doesn't clearly state who initiates program discontinuance discussions, but this vague language may be more beneficial for all because it doesn't leave anyone out of the process. It was noted that 6.13 *does* state who takes part in the program discontinuance process once the suggestion has been made that a program should be examined with discontinuance in mind. The new draft of the policy is still in need of revision, including budget information and language/style concerns. ***(Discussion of 2.20, 2.52, 8.05, 8.33, 8.48, and 8.56 tabled until next meeting.)***

**7.2 Exemplary Program Award:** Applications are due on November 10 by 5:00 p.m. There are three documents in the application. ESL will be submitting one. Math Jam is a possible option.

**7.3 Implementation of Prerequisites/Computer Blocking:** Counseling will bring forward to our next meeting suggestions about how to address certain problems raised by the new enforcement of prerequisites. Short courses don't work well with prereq blocking since there is no mid-semester update. This should be fixed so prereq blocking *works* for short courses. Prereq blocking is a district-wide issue, so all need to be involved in the discussion. It's a Banner issue. The override process is burdensome, particularly for students. Contact the VPI's office regarding specific problems or suggestions relating to prerequisite blocking; these concerns will be taken to the Vice Presidents' meetings.

**7.4 Proposed change to SSPC:** *(This discussion and action item have been tabled until the next meeting.)*

### Academic Senate Governing Council for the 2011 – 2012 academic year:

President: David Clay (x3379 / [clayd@smccd.edu](mailto:clayd@smccd.edu) ), Vice President: Monica Malamud (x3442 / [malamudm@smccd.edu](mailto:malamudm@smccd.edu) ), Secretary: Katie Schertle (x3314 / [schertlek@smccd.edu](mailto:schertlek@smccd.edu) ), Treasurer: Leonor Cabrera (x3158 / [cabreral@smccd.edu](mailto:cabreral@smccd.edu) ), Curriculum Chair: Alicia Aguirre (x3222 / [aguirre@smccd.edu](mailto:aguirre@smccd.edu) ), Professional Personnel Chair: Denise Erickson: (x3352 / [ericksond@smccd.edu](mailto:ericksond@smccd.edu) ), Humanities and Social Sciences Division Representative: David Meckler (x3439 / [mecklerd@smccd.edu](mailto:mecklerd@smccd.edu) ), Science and Technology Division Representative: Evan Innerst (x3256 / [innerst@smccd.edu](mailto:innerst@smccd.edu) ), Workforce Development and Athletics Division Representative: Ana Miladinova (x3147 / [miladinovaa@smccd.edu](mailto:miladinovaa@smccd.edu) ), Counseling and Enrollment Services Representative: Karen Olesen (x3415 / [olesen@smccd.edu](mailto:olesen@smccd.edu) )

**7.5. State Student Success Report:** Recent discussions in the state have involved the idea of funding colleges by completion rates as opposed to funding by enrollment numbers. A task force to examine student success was created with coordination by the Chancellor's office and statewide reps. Recommendations from this group were recently released. The idea is to have people contribute their reactions ASAP as new legislation will be introduced in January containing the recommendations of this report." *It is imperative that we all read and respond to this report. There are serious and lasting implications for all of our programs. This is going to be state law!* This will be a full discussion item for the next agenda. Prepare ahead of time and read the report thoroughly. A link will be sent to all faculty members. A whole afternoon of the Senate Plenary will be devoted to in-depth discussions of this report.

**7.6 Report on the use of Measure G funds – Plans for Measure G funds – Recent administration hires:**

- **Fund 1** = college's personnel and operating costs - permanent positions. Recent hires: Dean of Enrollment Services (Kim Lopez), Director of Workforce Development (Kay O'Neill).
- **Measure G** = temporary – only lasting as long as fund money is available. Recent hires: Coordinator of Workforce Development (Raj ...), Director of Articulation and Orientation (Sheila Lau), Part-time positions in adjunct counseling and the Learning Center.
- FIPSE Grant recent hires: Director of International Studies (Lucy Carter) and Director of Special International Programs (Michele De Coteau). Note: International Student tuition doesn't get to us via the state. Instead, 8% goes to the college, 92% to the allocation model. International students don't displace resident students; they help grow sections. There are added administrative costs; however, the four administrative positions to address the international program concerns don't come from college money (Fund 1).

**8. Matters of Council Interest:**

- Delegate(s) to the State ASGC Plenary 11/3 and 5/11 in San Diego. The Senate President is the delegate or chooses someone in his place. Anyone interested should put in an application to Professional Development. Motion to send the President and Vice President of the ASGC approved unanimously.
- The faculty was informed at the beginning of the semester that grades for fall 2011 are due December 20, which is much earlier than the deadline for fall semester grades submission in prior years. After this, the motion "That the deadline for submitting grades not be changed for the current semester, and that administration consult with

**Academic Senate Governing Council for the 2011 – 2012 academic year:**

President: David Clay (x3379 / [clayd@smccd.edu](mailto:clayd@smccd.edu) ), Vice President: Monica Malamud (x3442 / [malamudm@smccd.edu](mailto:malamudm@smccd.edu) ), Secretary: Katie Schertle (x3314 / [schertlek@smccd.edu](mailto:schertlek@smccd.edu) ), Treasurer: Leonor Cabrera (x3158 / [cabreral@smccd.edu](mailto:cabreral@smccd.edu) ), Curriculum Chair: Alicia Aguirre (x3222 / [aguirre@smccd.edu](mailto:aguirre@smccd.edu) ), Professional Personnel Chair: Denise Erickson: (x3352 / [ericksond@smccd.edu](mailto:ericksond@smccd.edu) ), Humanities and Social Sciences Division Representative: David Meckler (x3439 / [mecklerd@smccd.edu](mailto:mecklerd@smccd.edu) ), Science and Technology Division Representative: Evan Innerst (x3256 / [innerst@smccd.edu](mailto:innerst@smccd.edu) ), Workforce Development and Athletics Division Representative: Ana Miladinova (x3147 / [miladinovaa@smccd.edu](mailto:miladinovaa@smccd.edu) ), Counseling and Enrollment Services Representative: Karen Olesen (x3415 / [olesen@smccd.edu](mailto:olesen@smccd.edu) )

faculty as obliged by number 3 of the 10+1 prior to any future changes” was passed unanimously at DAS.

**9. Upcoming Meetings:** October 27, November 10, December 8

**10. Adjourn:** 3:45 p.m.

---

**Academic Senate Governing Council for the 2011 – 2012 academic year:**

President: David Clay (x3379 / [clayd@smccd.edu](mailto:clayd@smccd.edu) ), Vice President: Monica Malamud (x3442 / [malamudm@smccd.edu](mailto:malamudm@smccd.edu) ),  
Secretary: Katie Schertle (x3314 / [schertlek@smccd.edu](mailto:schertlek@smccd.edu) ), Treasurer: Leonor Cabrera (x3158 / [cabreral@smccd.edu](mailto:cabreral@smccd.edu) ),  
Curriculum Chair: Alicia Aguirre (x3222 / [aguirre@smccd.edu](mailto:aguirre@smccd.edu) ), Professional Personnel Chair: Denise Erickson (x3352 / [ericksond@smccd.edu](mailto:ericksond@smccd.edu) ), Humanities and Social Sciences Division Representative: David Meckler (x3439 / [mecklerd@smccd.edu](mailto:mecklerd@smccd.edu) ),  
Science and Technology Division Representative: Evan Innerst (x3256 / [innerst@smccd.edu](mailto:innerst@smccd.edu) ), Workforce Development and Athletics Division Representative: Ana Miladinova (x3147 / [miladinovaa@smccd.edu](mailto:miladinovaa@smccd.edu) ), Counseling and Enrollment Services Representative: Karen Olesen (x3415 / [olesen@smccd.edu](mailto:olesen@smccd.edu) )