

Cañada College Academic Senate Governing Council

Meeting Minutes for Thursday, February 28, 2013

Room: 2-10

2:10 to 4:10 p.m.

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

Academic Senate Members in Attendance: Heather Schwappach, Anniqua Rana

Guests in Attendance: VPI Hayes, Kim Lopez.

1. Call to Order: 2:16PM.

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

3. Approval of Minutes 2/14/13: Moved/seconded/approved unanimously.

4. Public Comment: None.

5. Committee Reports:

5.1 Curriculum Committee: All our repeatability courses have been approved. In the fall we will have discipline meetings to ensure that everything meets all the standards.

5.2 Budget Committee:

5.3 CPC:

PBC – Policies and procedures. Discussed the upcoming Majors Day and strategic enrollment management.

IPC – Deans presented faculty and staff positions. Patty Hall is now IPC sitting on PBC.

SSPC – Reviewed SLOs and Tracdat as well as Standard II.b.

CSE – Old business: Review of Benchmarks in the Equity Plan. Next Steps: Community input for the Student Equity Plan. Committee will meet in early March.

5.4 AFT: A survey was developed to focus on areas of great concern to all of us, such as reasonable workloads and fair compensation for all. Please complete the survey ASAP (sent via email) so the union can hear from you about your workload—specifically, about what your job entails and how long it takes you to do it.

5.5 CIETL/Professional Development: CIETL adhoc E-portfolio committee has met. Hyla Lacefield has taken lead on a pilot for e-portfolios.

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National Speaker on Asperger's/Autism - Dr. Jane Thierfeld Brown's two day visit to Cañada College. Save the dates: March 25 & 26.

PD- Continue submitting proposals for long term projects. Please submit complete applications. Review directions on the professional development website.

5.6 ASGC Treasury: Approximately \$12, 000.

5.7 Technology Committee:

5.8 Basic Skills Committee: Language and Literacy workshop on Feb 19 – Professor George Bunch discussed language and literacy demands in our academic programs After providing an overview of research around effective practices Basic Skills in community colleges, Professor Bunch focused on the underlying question: How can we better understand the language and literacy demands of credit-bearing community college academic work, and how can students from language minority backgrounds best be prepared for and supported in meeting these demands? The attendees then discussed the larger impact of this research on practices across disciplines.

6. Old and On-going Business

6.1 Committee Appointments:

6.2 IPC - Nick Martin to replace Michelle Mendoza. Anniqua Rana will be representing on behalf of Basic Skills. Motion to: approve membership. Moved/seconded/approved unanimously.

6.3 Strategic Enrollment Task Force –President Buckley has announced the formation of a Task Force to prepare a Strategic Enrollment Management Plan for Cañada College. The Task Force may include faculty from each Division of the college. Currently, we have volunteers from Humanities and Student Services. Discussion was held regarding the ideal composition of this committee, and whether divisional representation is the best approach.

6.4 General Counseling Replacement Hire –As you know, we recently filled this position during Spring 2013; however, the counselor would like to transfer to the EOPS/CalWORKs position that the College planned to open. The replacement General counselor position has been approved through the replacement hire process. Motion to approve the faculty hiring committee: Lorraine Barrales-Ramirez, Sandra Mendez, Romeo Garcia, and Kim Lopez. Moved/seconded/approved unanimously.

6.5 Faculty Hiring Recommendations:

Final review of Hiring Proposals and recommendations to the College President for faculty hiring:

The Academic Senate Governing Council reviewed and discussed the 2013-14 Hiring Proposals and made a recommendation for prioritizing the hiring proposals, based, at least in part, on the following criteria:

- Fulltime to Part-time faculty ratio

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- Departments without FT faculty
- FTES
- FTES/FT
- The number of students who would be affected by a Full-timer?
- Retirement issue: departments which might lose a faculty member because of retirement might make use of the Emergency Replacement Hiring Procedure.
- Extra classroom workload as a consideration
- AA-T/AS-T (Departments which have transfer degrees will mean higher demand for courses).

MEDAS –A letter to the ASGC was presented asking that the ASGC remove the position from the list. The unsigned letter suggested that the program does not need a full time faculty, and that such a hire would have a deleterious financial effect on the existing adjunct faculty. The VPI affirmed that the Hiring proposal had been prepared with input from Medical Assisting faculty, and was in the best interests of the successful program.

Transfer Center Faculty position – This position request is being proposed in case a vacancy occurs with the current Director of Transfer Services.

ASGC members voted and the results are listed below.

Astr	5	4	1	4	2	1	1	1	1	20
Mult	3	1	6	1	1	5	2	5	6	30
Math	1	6	5	7	6	2	8	2	3	40
Psy	4	3	2	2	9	7	4	3	8	42
Kine	6	7	3	8	5	4	6	7	2	48
Fash	7	2	8	5	4	9	3	6	7	51
Eng	2	8	4	3	7	8	7	4	9	52
Trasfr	9	5	9	9	3	3	9	8	4	59
Meda	8	9	7	6	8	6	5	9	5	63

The ASGC thus recommends that hiring proposals be given the following priority:

1. Astronomy/Physics
2. Multimedia
3. Mathematics
4. Psychology
5. Kinesiology
6. Fashion Design Merchandising
7. English
8. Transfer Program Services Coordinator/Counselor
9. Medical Assisting

7. New Business:

7.1 Accreditation Self Evaluation:

Circulation of document for review -

The ASGC will review the Self-Evaluation for approval on 3/14/13

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8. Matters of Council Interest:

Accreditation - Prioritize standards. 2A; 4A; 1

8.1. Majors Day 4/17/13 – This event is scheduled for Wednesday, April 17 from 12:00 – 1:00 p.m. and 6:00 – 7:00 p.m. in Bldg. 6, Room 102. This event will give the students an opportunity to meet with instructional and counseling faculty members, fellow students, and staff on the following topics: What's a major? Why it is necessary to declare a major? What does it take to complete the major from start to finish? and anything that you would like to share with the students. Are you able to participate in this event as a presenter and/or bring your class to participate in the event? Complete the form (sent via email) and send it to Jo'an Rosario Tanaka at tanakaj@smccd.edu in the Office of Instruction.

10. Adjourn: 3:35PM.

Next meeting March 14

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