

# Cañada College Academic Senate Governing Council

Meeting Minutes for Thursday, September 13, 2012

CIETL Center

2:10 to 4:00 p.m.

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

**Academic Senate Members in Attendance:** Martin Partlan, Jenny Castello, Jeannette Medina

**Guests in Attendance:** James Keller, Linda Hayes, David Johnson, Lucy Carter, Rajesh Lathigara, Janet Stringer, Kathy Mielecki, Sarah Harmon, Robin Richards, Kim Lopez, Chuck Iverson, Doug Hirzel, Rosa Perez (Counseling Intern)

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

**2. Adoption of Agenda:** Approved.

**3. Approval of Minutes 8/23/12:** Moved/seconded/approved unanimously.

## **4. Public Comment:**

District Academic Senate Meeting (9/10/12): Vice Chancellor Jing Luan led lively discussion on international education and other instructional matters at the DAS meeting. Internship opportunity was announced for interested K-14 faculty to intern for a company for 8 weeks during the summer to get skills and experience to share with their students. Faculty across all disciplines is encouraged to apply. Application will open in November. **Further details will be on file.**

Performance evaluation task force: The faculty of the SMCCCD have participated in a +/- grading pilot. Monthly updates on how they are doing in regards to +/- grading will be going for approval.

## **5. Committee Reports:**

**5.1 Curriculum Committee:** First meeting of the semester will be held on 9/14/12. CurricUNET Training/Overview will be available. The schedule of meetings and deadlines for school year 2012-2013 was sent via email. If you have courses that you want to put forward, please see the timeline and deadlines. We are all using CurriCUNET and your Division Reps can assist you if you have any questions. Special thanks to Linda, Paul, Rafael and Dani for their work in making this happen.

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**5.2 Budget Committee:** Make decisions regarding governing and budget.

**5.3 CPC:**

**IPC** – Carol Rhodes was elected chair of IPC. Programs being reviewed include Interdisciplinary Studies (Social/Behavioral Sciences) and Latin American Studies. Doug Hirzel provided update on accreditation.

**SSPC** –After reflection and assessment it was determined the identified SS Programs for Program Review needed to be revised. The main changes were made in Programs 5 (Counseling) and 6 (Career Services).

**CSE** – No report.

**5.4 AFT:** No Report. Need to have AFT representation at future ASGC meetings.

**5.5 Professional Personnel & CIETL:**

CIETL: Learn everything you need to know about building your portfolios. Location: CIETL Center 9-154. 1) Tuesday September 25<sup>th</sup> 5:00-5:30 pm 2) Wednesday September 26<sup>th</sup> 1:00-1:30pm

The ESL Department will be using Cañada’s Institutional Learning Outcomes to analyze and fine-tune the Program Learning Outcomes. From this discussion, we will focus on signature assignments that can be used to measure those PLOs. All are welcome to attend on Saturday, September 15th 10am-3pm CIETL Room (9-154). RSVP—Katie Schertle (schertlek@smccd.edu)

Professional Development: refer to 8/23/12 meeting notes. Follow up discussion regarding the feasibility of writing bylaws for the Professional Development Committee, which could include specific term lengths for the members.

Recommendations for AFT regarding Professional Development Committee appointments: (Denise Erikson)

- Consider rotating one new member at a time.
- Make the process of appointing new members by consulting with faculty and announcing vacancy as soon as possible.
- Consider appointing members other than AFT officers.
- Make sure to include experts across disciplines (i.e. humanities, science & technology, etc).
- Bring decision from district AFT.
- Consider making changes during the academic year (not summer).
- Senate at Cañada can appoint members (3 AFT, 1 faculty appointment from senate).

Topic for future discussion: Have other colleges within SMCCD been following the compliance recommendations? Further recommendations? **Tabled for next time.**

**5.6 ASGC Treasury:** No report.

**6. Old and Ongoing Business**

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### **6.1 Basic Aid: What are the consequences for academic programs? Should we have an all-college meeting to discuss implications of Basic Aid?**

President Keller led discussion on basic aid and the consequences for academic programs. A community college district becomes “basic aid” when the local property taxes and student fees that the district receives is greater than base revenue that is determined by the state. In the past, our district, like all but three community college districts in California, received state apportionment money to make up the difference between the local property taxes and student fees and the base revenue. But the state budget woes have meant that the base revenue has been cut again and again, which means that the base revenue has dropped below the district’s property tax and student fee revenue.

Being a “basic aid” district does NOT mean that the district automatically gets more money. It does mean that any future cuts in the state funding for community colleges will not have a direct impact on the district, meaning less likelihood of future budget cut battles. However, this is not a 100% guarantee, as it is possible that the state may try to put some of the burden of future funding cuts on “basic aid” community college districts.

Group consensus was to hold a campus-wide meeting to discuss the implications of basic aid later in the semester.

### **6.2 Spanish Program**

Currently intermediate level Spanish courses are not being offered. The goal is be able to teach the courses concurrently to offer opportunities for both morning and evening students to take the required Spanish courses for an AS in Spanish and/or Latin American Studies (degrees offered at Cañada). A meeting was held on 8/23/12 between Monica Malamud, Alicia Aguirre, Sarah Harmon, Dean Johnson and VPI Hayes to reinstate these courses. As a result of the meeting the Spanish courses (Span 130, 132, 140) will be offered in Spring 2013.

### **6.3 Review of Program Review - A joint meeting with IPC this Fall?**

Revisit program review documents. A joint meeting with IPC should be held this fall after the accreditation deadlines in October 2012. Goal is to try to pursue communication with IPC to facilitate this process for both the annual plan and the comprehensive program review. **Tabled for future meeting.**

### **6.4 Ad hoc Ethnic Studies Committee recommendations**

Group discussion was led regarding the current definition of the Ethnic Studies as it applies to coursework which can be applied to this area for degree completion. The current definition states the courses in this area should “explore the role culture plays in shaping and sustaining ethnic groups and identities in the U.S.” Recently other courses have been added to this category (i.e. Anth 200) which leads group to believe the definition has expanded to include a broader range of groups. What is the current definition that is being used (different from catalog)?

Recommendations: Request to bring the actual ethnic studies document so group can review. Informal groups to meet first (Ethnic Studies & Ad Hoc committee); invite ethnic studies committee to ASGC after the meeting.

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Motion: to host open meeting between two committees and review criteria. Votes: 5 yes, 1 no, 2 abstained.

## **7. New Business:**

### **7.1 Replacement Hire (Chuck Iverson): What criteria should we use in going ahead with a replacement? Should the hiring process be accelerated? Should ASGC recommend the replacement hire for the Spring semester? A replacement hiring policy?**

Chuck Iverson will be retiring at the end of December. Currently there is no process in place for emergency hires. Discussion was led about the importance of implementing a process and the recommendations are listed below.

If a retirement or resignation occurs, there is a separate process which is followed to review the position. This process differs from the process for “New Positions” and is as follows:

Step 1 – Notification of retirement or resignation

Step 2 – Department/division reviews the need for the position. This needs assessment includes completing a rehiring checklist

Step 3 – College Planning Council – information/discussion; faculty positions, discussion and input by Academic Senate

Step 4 – Action taken by the President; possible summer meetings required

#### Checklist for hiring replacement of faculty positions

1. Does the loss of a faculty member bring that department to having no fulltime faculty?
2. Does the program require any special regulations such as law, Title 5, Education Code or accreditation standards, at least one fulltime faculty member?
3. Are the offerings in the department integral to transfer pathways (required courses) or to CTE programs? OR are all of the offerings general education?
4. Does the request support the goals of the college strategic plan located in the Educational Master Plan?
5. Are the offerings in the department rapidly changing, related to technology standards, or closely connected with local industry needs and/or standards?
6. Do the data indicate a demonstrated program need?

Replacement Hire for Science and Technology Hiring Committee: Amelito Enriquez, Jeanette Medina, Chuck Iverson and Janet Stringer.

Motion: to approve faculty hire. Moved/seconded/approved unanimously.

Motion: to approve hiring committee. Moved/seconded/approved unanimously.

Motion: to hold on process so others can review for their input and process. CPC, IPC, and back to divisions (humanities)

### **7.2 Environmental Sustainability Committee**

The Sustainability Template is focused on broad, long-term sustainability planning, greenhouse gas reduction strategies, and programs to prepare students for careers in the Green Economy. It is designed to assist colleges with the development of goals, objectives, timelines, and criteria for success, and highlights the Best Practices of other Community Colleges as a means to develop robust yet flexible plans tailored to each District and campus. The Template provides tools for

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the development of Action Plans to achieve sustainability and to measure results of program implementation. Above all, the process is designed to be inclusive and collaborative and should involve college students, faculty, and staff in its implementation. During phase 1 of implementation (fall 2012) the committee will identify what the district needs to do. During phase 2 (Spring 2013) the committee will start thinking of ways to implement district-led sustainability plan at Cañada and other initiatives. Faculty, classified staff, and students are encouraged to serve on this committee. At this time, it is expected that the committee will meet monthly for about 2-3 hours. Interested members should contact Raj Lathigara.

Motion: to support faculty participation in Environmental Sustainability Committee.  
Moved/seconded/approved unanimously.

### **7.3 ASGC priorities for 2012-2013**

None.

### **8. Matters of Council Interest:**

None.

**9. Upcoming meeting:** September 27.

**10. Adjourn:** 4:04PM.

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