

## Cañada College Academic Senate Governing Council

Meeting Minutes for Wednesday, October 23, 2013

Room: CIETL (9-154)

3:30 to 4:30 p.m.

**Academic Senate Governing Council Members in Attendance:** Doug Hirzel, Anne Nicholls, Sandra Mendez, Denise Erickson, David Meckler, Ana Miladinova, Leonor Cabrera, Dani Behonick (serving as Curriculum Committee representative in lieu of Prof. Aguirre)

**Academic Senate Members in Attendance:** Jeanne Gross, Patty Hall

**Guests in Attendance:** VPSS Richards, VPI Anderson, Jane Rice

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**1. Call to Order:** 3:38PM

**2. Introductions:** None.

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

**4. Approval of Minutes 10/10/13:** Moved/seconded/approved unanimously.

**5. Public Comment:**

- ILO revisions –ASCC reviewed the ILOs this week. The next step will be for the PBC work group to review them and reach a consensus. Once a consensus is reached they will be brought back to ASGC and PBC. The goal is to have the ILOs ready by November.

**6. Committee Reports**

**6.1 Prof. Personnel** – Professional development funding has been received. After funding 19 short term and 2 long term proposal the remaining amount is about \$40,000 for the 2013-14 academic year. March 1<sup>st</sup> is the deadline for long term proposal submissions.

Patty Hall and Jessica Einhorn have created a proposal to start the conversation of professional development allocation which will be reviewed at later date.

**6.2 Curriculum – Meeting Highlights**

- The need to establish a consistent policy of how course of outlines are kept up to date (i.e., setting specific deadlines, etc.)
- Increase the number of late start classes – How does curriculum fit into this request?
- Establish a GE thematic pathway that makes courses relevant to the students.
- New repeatability rules. “695” independent study courses have been affected...no longer repeatable. Effective immediately.
- Next meeting will be on Friday, November 8<sup>th</sup>, 2013 from 9:30 am - 11:30 am in Building 2, Room 10.

### Academic Senate Governing Council – 2013-2014

President: Doug Hirzel (x3284 / [hirzel@smccd.edu](mailto:hirzel@smccd.edu)), Vice President: Anne Nicholls (x3293/ [nicholls@smccd.edu](mailto:nicholls@smccd.edu)), Secretary: Sandra Mendez (x3564/ [mendezs@smccd.edu](mailto:mendezs@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: vacant, Business, Workforce Development and Athletics Division Representative: Ana Miladinova (x3147 / [miladinovaa@smccd.edu](mailto:miladinovaa@smccd.edu)), Counseling and Enrollment Services Representative: Lorraine Barrales-Ramirez (x3462/ [ramirezl@smccd.edu](mailto:ramirezl@smccd.edu))

### **7.1: Committee Appointments:**

Distance Education Advisory Committee

Ana Miladinova, Lisa Palmer, Gloria Darafshi, and Jane Rice have been nominated as members to the Distance Education Advisory Committee.

Motion to: approve the above members to the Distance Education Advisory Committee.  
Moved, seconded and approved with one abstention by Ana Miladinova.

### **7.2 Nominations for ASCCC Hayward Award & Exemplary Program Award**

ASGC members reviewed the nominations for the ASCCC Hayward and Exemplary Program Award. Key discussion points are listed below.

#### Exceptional Program Award

This year the Exceptional Program Award will focus on Assessment for Placement: Effective Practices, Alternatives, and Improving Outcomes. "The Senate selected this theme to highlight the important work that all colleges must do to prepare and promote student performance on assessment for placement exams or to implement validated alternatives to exams for placement." To learn more about the award and the criteria by which nominees will be evaluated visit <http://asccc.org/events/2014/01/exemplary-program-award>

Motion to: nominate Math Jam for the Exceptional Program Award. Moved/seconded/approved unanimously.

#### Hayward Award for Excellence in Education

The award "honors outstanding community college faculty who have a track record of excellence both in teaching and in professional activities and have demonstrated commitment to their students, profession, and college." All faculty, instructional and non-instructional, are eligible. This year our Area is permitted only to nominate full-time faculty members; next year we will be nominating only part-time faculty. To learn more about the award and the criteria by which nominees will be evaluated visit <http://asccc.org/events/2014/03/hayward-award>

Nominations have been put forth for two candidates: Patty Hall and Anniqua Rana. ASGC reviewed the nominations put forth and discussed the qualities of both candidates.

Motion to: vote today to allow the nominee enough time to work on application. Moved and seconded.

ASGC members voted via secret ballots for one of the nominated candidates: 4 votes for Anniqua Rana, 3 for Patty Hall, 1 abstention. Congratulations Anniqua Rana!

### **7.3 Second review of Board Policy 2.23 Leaves of Absence and Catastrophic Leave Program**

- The policy has been approved. No need to discuss at Senate.

### **7.4 Introduction of proposed revisions to Faculty Screening Procedures – request for review**

- Faculty hiring processes are a 10+1 issue so Academic Senate has a key role in reviewing and setting these processes. Many components of these processes are spelled out in our AFT contract and in Board of Trustees policies. Human Resources provides a Faculty

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Screening Procedures document that serves as a guide for complying with all established policies. The aim of this document is to ensure that hiring practices are consistent throughout each division and college in the district. The Faculty Screening Procedures document is currently being revised. Please review the manual in advance of our discussion at the next meeting on November 15<sup>th</sup>.

<http://www.canadacollege.edu/academicsenate/1314/Faculty%20Selection%20Procedures%20Draft%207-16-13LAS.pdf>

- Discussion questions for next meeting:
  - Does this document make sense? Does it reflect our actual practices? What are some recommendations?
  - Please consider EEO-related language, adjunct faculty hiring processes, and emergency hire procedures

## **7.5 Faculty participation in Enrollment Planning Forum on Nov. 5**

AS President Hirzel, Professor Martin Partlan, and VPI Anderson would like your help in setting the direction for who our college serves and how we serve them. Do you have ideas about what programs, certificates, degrees, and pathways we should be providing? How should we invest resources to enable our current and future students to succeed? Where should we allocate resources to encourage growth?

**On November 5th from 2:30-4:00pm (3-142)** the Enrollment Planning Task Force is hosting a forum to seek campus-wide input.

Note: Data and discussion will be available online for those who cannot attend. Goal is to have a plan in place for April 2014.

## **7.6 Revising Program Review: focus on resource requests**

Postponed to future meeting.

**9. Q&A with Visiting Team** – There were no representatives from the accreditation visiting team present with questions.

**10. Adjourn:** 4:30PM

**Next meeting:** November 14, 2013

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