Cañada College Academic Senate Governing Council

http://canadacollege.edu/academicsenate

<table>
<tr><td colspan="5">Minutes 9/24/15
2:10pm – 4:10pm
Room 2-10</td></tr>
<tr><td colspan="5">Meetings of the Governing Council are open to all members of the public. Materials are posted on the meeting page of the ASGC website.</td></tr>
<tr><td>No.</td><td>Item/Topic</td><td>Presenter</td><td>Time</td><td>Action</td></tr>
<tr><td>1</td><td>Call to Order 2:15</td><td>Hirzel</td><td>1</td><td>Procedure</td></tr>
<tr><td>2</td><td>Introductions
Members Present: Doug Hirzel, Dani Behonick, Hyla Lacefield, Michael Hoffman, Denise Erickson, Katherine Schertle, Sandra Mendez, Ana Miladinova, David Meckler
Members Absent: Alicia Aguirre
Guests: ASCC Rep Xinyi Huang (Magnolia), Anne Nicholls, Dean Rana, interim Dean of Counseling Lizette Bricker, Dean Janet Stringer</td><td></td><td>2</td><td>Information</td></tr>
<tr><td>3</td><td>Adoption of Agenda</td><td></td><td>1</td><td>Action</td></tr>
<tr><td colspan="5">Consent Agenda
All items on the consent agenda may, by unanimous vote of the Governing Council members present, be approved by one motion after allowing for Council member questions about a particular item. Prior to a motion for approval of the consent agenda, any Council member, interested student, citizen or member of the staff may request that an item be removed from Consent to be discussed in the order listed, after approval of remaining items on the consent agenda.</td></tr>
<tr><td>4.0</td><td>Adoption of Consent Agenda
KS motion to approve approved unanimously</td><td></td><td>1</td><td>Action</td></tr>
<tr><td>4.1</td><td>Approval of Minutes: 9/10/15</td><td></td><td></td><td></td></tr>
<tr><td>4.2</td><td>Committee Appointments:
    A.   VPSS screening committee – Karen Olesen, Nicholas Martin, Alison Field</td><td></td><td></td><td></td></tr>
<tr><td>4.3</td><td>Curriculum Handbook Revision – significant changes include a revision of the COR currency policy to eliminate the extension for extenuating circumstances</td><td></td><td></td><td></td></tr>
<tr><td>4.4</td><td>Board Policies: 1.10 Duties and Responsibilities of the Board; 7.69 Student Conduct; 7.69.1 Standards of Student Conduct; 8.06 Investment of District Funds</td><td></td><td></td><td></td></tr>
<tr><td colspan="5">Public Comment</td></tr>
<tr><td>5</td><td>Questions/comments on non-agenda items
JS: Bldg 9 fire alarm today was due to a malfunctioning sensor in a duct</td><td>Public</td><td>5</td><td>Information</td></tr>
<tr><td colspan="5">Subcommittee Reports</td></tr>
<tr><td>6.1</td><td>President's report
1. Lucia Olson and Sandra Rodrigues – faculty reps to Museum of Tolerance this fall
2. Public Safety – BP 8.13 authorizes electronic surveillance retained up to 3 months; in practice, video is purged after 30 days - http://www.smccd.edu/accounts/smccd/departments/publicsafety/docs/Department%20of%20Public%20Safety%20Policy%20Manual.pdf (p. 34)
3. Employee Badges – Eugene Whitlock would like individual comments via email. Pictures to be taken starting in November, card phased in in the Spring 2016. District Public Safety and HR are leading efforts to replace fobs with access-control id badges for the following reasons:
    a.   Assist students and public to identify employees</td><td></td><td>5</td><td>Information</td></tr>
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    b.   Allow security to properly identify employees as authorized personnel when opening classrooms, during nights and weekends

    c.   Allow staff to verify credentials of employees (e.g. A&R when someone submits change of grade forms)

    d.   Improve sense of community by helping employees recognize co-workers

    e.   Allow access to campus by employees during state of disaster
This model of id badges does not allow for employee tracking/location. Encouraged, but not required, to wear the badge.

4. Sabbatical resolution has been approved by DAS - President Bennett is working with AFT to enact

5. Central Duplicating has reduced the days of week that there is staff present at Cañada and at CSM. DAS President Bennett met with VC Tom Bauer and reports that materials can still be sent to central duplicating on days when the staff member is off site, the order will be processed at CSM and sent to Cañada.

6. DAS is developing a textbook adoption policy that address faculty requiring books/materials that they themselves have authored.

7. Trustees Fund for Program Improvement was funded by Measure G so the program is no longer available.

8. Enrollment management – progress and next steps

    a.   Administration's responses to our 20 recommendations is documented and posted

    b.   October 22 ASGC study session with VPA Marquez to learn about the 50% law, FON, and development of the instructional budget.

    c.   November 12 ASGC study session with VPI Anderson and instructional deans to discuss minimum class size and fill rates.

9. Capital Improvement Program (Measure H)

    a.   Continue upgrading campus lighting to LED over winter break

    b.   Campus way-finding signage improvements during spring

    c.   Board of Trustees will consider the delivery methods of each major construction project at the Sept 30th meeting

    d.   Building 1: There is an upcoming meeting scheduled with faculty and staff (first week of October) to review and approve the final design of the building. It is anticipated that the start of construction will be delayed again, possibly through Fall 2016

    e.   Building 23 (Science Building): Program validation continues and will involve meeting with division faculty & staff; college-wide forum in mid- to late-October to provide updated information

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<td>6.2</td>
<td>Treasury

Progress report on development of survey for potential uses of senate funds. See 6.5
no treasury report

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<td>Aguirre</td>
<td>3</td>
<td>Information</td>
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<td>6.3</td>
<td>Academic Committee for Equity & Success (ACES)
Several new projects for transfer course math and computer, veterans, ECE, educating faculty to refer students to resources. More money ($180,000) from the state for equity programs; planned to increase textbook loans and vouchers.</td>
<td>Hoffman</td>
<td>3</td>
<td>Information</td>
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<tr>
<td>6.4</td>
<td>Curriculum Committee</td>
<td>Behonick</td>
<td>3</td>
<td>Information</td>
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	• Progress report on class maximum task force. 1st mtg probably next week.			
6.5	Professional Development District recalculation of article 13 Prof Dev funds results in an additional $150,000 in funds for Cañada. Spending ideas and desires to be documented through survey (item 6.2). PD funds have never been used for release time (except sabbatical); Trustees' Program Improvement Fund also did not pay for release time. The District PD office gave informal support for the idea that this one-time windfall may be spent with more flexibility, including release time.	Erickson	3	Information
Senate Business				
7.1	Criteria for the prioritization of new faculty position proposals • New template based on these criteria will be posted immediately. All proposals for new faculty positions will be sent to the Office of Instruction by deans no later than Oct. 14. DB motion to approve; discussion: DCM we are the only cmte that ranks, and this very important in the absence of an active president; KS, HL "hire all requests" is not likely to happen given limited funds so we should provide ranking. HL: to confirm, the criteria are not weighted or ordered in priority. Approved unanimously. Oct 14 is due date for proposals, coming soon!	Hirzel	15	Action
7.2	Review and recommendation to approve proposed 2015-16 SSSP Document is on its tour of our governance bodies On the PRIE website. DB motion to approve the draft document approved unanimously.	Dean Bricker	10	Action
7.3	Review and recommendation to approve proposed 2015-16 Equity and Basic Skills plans (2 plans). Mapping out how the 2 plans interrelate. "Start/Stay/Finish Strong" – 3 phases that organize the efforts. Funds are "braided" to maintain steady programs (for example, cohort programs). HL spoke about project – talking to students who successfully followed the entire ESL to ENG 100 path; created a video of how to succeed. AR: project identified actions to be taken; FINs lead back to suggest possible interventions. Formats and templates being changed at state level, but content is there. KS motion to approve the draft document approved unanimously.	Hoffman	10	Action
7.4	Report on the District process for considering the adoption of Online Education Initiative resources – Online counseling, Online readiness module, Canvas course management system, Rubric for Regular and Effective Contact. We are not talking about participating in the OEI. We are considering using the resources being developed by the OEI initiative.	Dean Stringer	20	Information

	Open Forum will occur in the District Board Room Friday Oct 16. 1-3 pm. Senate resolution needed by the end of this semester to enroll us (the district) in cohort 2 for the Canvas CMS conversion.				
7.5	Revising Institutional Benchmarks – setting benchmarks and aspirational goals (PBC document). DB: how are benchmarks used or going to be used? Without clear understanding of the implications ASGC is reluctant to set new benchmarks. Action is deferred.	Hirzel	10	Action
7.6	Board Procedure 3.15.2 Equivalency to Minimum Qualifications; Board Policy 6.13 and Procedure 6.13.1 Curriculum Development, Program Review and Program Viability; Board Policy 6.x Regular and Effective Contact. Members are urged to take a look at these for future action/approval.	Hirzel	5	Information
Other Reports				
8.1	Division reports and concerns AN: concerns about hiring; DH: dean hires to go forward. People from CSM or Skyline may be brought in to sit in on final interviews. VPSS will be on hold. MH: the non-health reasons for the situation might be helpful in going forward in hiring and guiding our next president. DH: perhaps more opportunities for constructive feedback to management, possibly in form of 360 evaluations (union initiative). DCM: arts policy and community relations. needs leadership. DB: hiring is a long process; what can we do to keep a president for longer?	Division Reps	15	Discussion
8.2	Upcoming Conferences & Events • Integrating Basic Skills into CTE – Free webinar Oct. 1 - http://bit.ly/1OSAtR9 • District forum on OEI resources – Oct. 16, 1-3 p.m, District Board Room			
8.3	Upcoming Governance Meetings District Participatory Governance Committee 10/5, College Planning & Budgeting Committee 10/7			
9	Adjourn	Hirzel	1	Action
	Next Meeting			Oct. 8, 2015

In accordance with the Ralph M. Brown Act and SB 751, minutes of the Cañada College Academic Senate Governing Council will record the votes of all members as follows: (1) Members recorded as absent are presumed not to have voted; (2) the names of members voting in the minority or abstaining are recorded; (3) all other members are presumed to have voted in the majority.

Academic Senate Governing Council for the 2015 – 2016 academic year:
President: Doug Hirzel; Vice President: vacant; Secretary: David Meckler; Treasurer: Alicia Aguirre; Curriculum Committee: Danielle Behonick; Professional Development: Denise Erickson; Humanities and Social Sciences Division: Katie Schertle; Science and Technology Division: Michael Hoffman; Business, Design & Workforce Division: Hyla Lacefield; Athletics, Library and Learning Resources: Ana Miladinova & Diana Tedone; Student Services: Sandra Mendez