

**Cañada College Academic Senate**  
<http://canadacollege.edu/academicsenate>

**Minutes 4/27/17**  
 2:10pm – 4:00pm  
**Room 3-142**

*Meetings of the Academic Senate are open to all members of the public. Materials are posted on the meeting page of the Senate website.*

No.	Item/Topic	Presenter	Time	Action
1	Call to Order		<b>2:11</b>	Procedure
2	Introductions Members Present: Doug Hirzel, Dani Behonick, Katie Schertle, Hyla Lacefield, Sandra Mendez, Lisa Palmer, Sarah Aranyakul, Denise Erickson, Monica Malamud, Ana Miladinova Members Absent: Sarah Harmon Guests: Bill Woods, Brian Tupper, Gregory Anderson, Jeanette Medina, Michael Hoffman		1	Information
3	Adoption of Agenda		1	Approved Unanimous
4	Adoption of Consent Agenda BP 2.30 removed from consent		1	Unanimously approved with the exception of the political activity Unanimous

**Consent Agenda**

*All items on the consent agenda may, by unanimous vote of the Academic Senate members present, be approved by one motion after allowing for Senate member questions about a particular item. Prior to a motion for approval of the consent agenda, any Senate 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.*

4.1 Approval of Minutes: 4/13/17

4.2 Approval of revisions to Board Policies: 2.06 Board Policy and Administrative Procedure; 2.07 Policy Development; 2.18 Student Participation in District and College Governance; 2.30 Political Activity

**Public Comment**

5 Questions/comments on non-agenda items Public 5 Information

Hyla Lacefield went to spring plenary in lieu of Sarah Harmon; Senate's approved funding will be re-distributed to HL

**Regular Reports**

6.1 President's report Hirzel 5 Information

- A. Congratulations and welcome to faculty receiving tenure: Sarah Aranyakul, Gloria Darafshi, Attila Elteto, Hyla Lacefield, Candice Nance, Bill Schwartz, Ami Smith, Po Tong.
- B. We have a new ACES Coordinator for the next two years – Rebekah Taveau! We would like to express our deepest gratitude to Michael Hoffman and the leadership he has provided the last three years.
- C. Interim VPSS search – Interim positions may be appointed by college administration. President Moore formed a screening committee consisting of Ruth Miller, Jeannie Stalker, Margie Carrington, Chris Rico (non-tenure track faculty), VPA Michelle Marquez, Chief of Staff Mitch Baily and Skyline's VPSS Angelica Garcia. HR informs that since this is an interim position, there is no requirement for

	<p>consulting with Academic Senate to appoint faculty to the committee.</p> <p>D. We received no applications for the position of Honors Transfer Program Coordinator. The deadline has been extended to May 5, 5 p.m. for enhanced recruitment efforts. The program will also lack a counselor. The VPSS will appoint counselor; coordinator position needs to be filled (0.4 FTE reassigned time).</p> <p>E. Call for volunteers from AS to review accreditation co-chair applications along with Doug and Sarah. Katie Schertle volunteered. (2 short apps).</p> <p>F. Please complete the governance survey that was emailed by PRIE.</p> <p>G. Appointment of Annie Nicholls as interim CTE Liaison for the rest of the academic year while Prof. Hall is on leave.</p>			
6.2	Treasurer's report We have \$6,928 in checking and \$25 in savings; 40 faculty contributing.	Aranyakul	5	Information
6.3	Curriculum Committee Everything that needs to be in the queue is in there.	Behonick	5	Information
6.4	Professional Development As of April 17, we have spent \$38K; our balance not including outstanding awards is \$114K.	Erickson	5	Information
<b>Senate Business</b>				
7.1	Serving Students and Ensuring Public Safety: policies and procedures regarding registered sex offenders	Bill Woods Brian Tupper	20	Discussion
	<p>Woods: Megan's Law lists the names, photos and addresses of some registered sex offenders online. Sex offenders are common and the registry goes back a long time. Being registered as a sex offender can be required for committing crimes such as selling pornography to a minor or mooning a police officer as well as for other serious offenses. Registered sex offenders are required to register at the local law enforcement agency in which they reside. Registered sex offenders who go to college must register with campus police. However, our Public Safety offices are not a police agency nor are our officers police. Our staff have no greater legal authority than we do as citizens. Local law enforcement usually does not notify the campus public safety officers of sex offenders living in the area. A registered sex offender may be registered with the police and years later choose to attend the college. The CCC system believes that all people deserve an education regardless of any criminal past.</p> <p>Miladinova: Potential conflict between rights of minors (middle college students) and registered sex offenders.</p> <p>Woods/Tupper: Our PS department can ask if parole officers will notify them about sex offenders who have registered at one of our campuses. But parole officers have huge caseloads; the parole officers want prior offenders to have access to an education so that they can become contributing members of society.</p> <p>Recommendations to avoid inappropriate contact with a minor: (a) avoid inappropriate contact between anyone in our classes, (b) follow up if something seems inappropriate; (c) contact public safety for help with follow-up if necessary.</p> <p>Miladinova: District needs a policy to prevent such events.</p> <p>Anderson: If the AS wants to take on this policy, we could move a resolution forward. If it's supported and complies with the law and serves faculty interests, it could be added to board policy. Suggestion: faculty should provide clear guidelines regarding physical contact on course syllabus; all students are held to the same requirements.</p> <p>Miladinova: Such guidelines should be supported by board policy; we need both—policies on syllabus and support of Board.</p> <p>Lacefield: Whatever we ask for in the area of disclosure would have to be voluntary on part of student; we can't and don't request documentation of students.</p> <p>Medina: How do we define 'clarity' in a dance class that requires close contact?</p> <p>Woods/Tupper: Massage therapy class at Skyline had to come up with a clear policy. Could serve as a</p>			

	<p>model.</p> <p>Hirzel: It would be helpful to see effective models on syllabi.</p> <p>Public Safety: Student code of conduct is helpful.</p> <p>Lacefield: Other colleges have open forums helping students learn how to express discomfort. Faculty could invite students experiencing discomfort to meet with him/her.</p> <p>Anderson: Through Title IX, we need to teach students to be advocates for their own safety.</p> <p>Medina: What is chain of reaction?</p> <p>Public Safety: Come to public safety; they would contact law enforcement who would contact parole officer, who would determine outcome.</p> <p>Public Safety: With cyberbullying and unwanted advances, public safety can intervene</p> <p>Lacefield: Syllabus lists disruptive behaviors, which are reason for being dismissed from class.</p>			
7.2	Election Results: AS President	Palmer Mendez	5	Approved Unanimous with HL abstaining
	<p>43 responses; 39 votes for Lacefield and 4 write-ins</p> <p>Scheduling of fall VP election:</p> <p>We will re-open nominations for VP, announcing 0.2 FTE reassigned time, until August 16<sup>th</sup>. The election will take place over the following 7 days. The successful candidate will assume office immediately after the election.</p> <p>Next agenda: consider changing AS meeting day of week</p>			
7.3	AS rep to AFT-District ad hoc Faculty Workload Committee	Hirzel	5	Information
	<p>The AFT has negotiated a MOU with the District (posted on our meeting page) calling for the creation of an ad hoc Faculty Workload Committee. AFT will appoint three representatives (district at-large, not necessarily one from each college) and each local Senate will appoint one rep. Do we want to send one of our officers or senators (if so, who wants to volunteer) or open the invitation to the college?</p> <p>AS appoints members by May 1<sup>st</sup>; committee should meet no later than May 19<sup>th</sup>; work will take place in the fall and make a recommendation by December 15, 2017. No current or former senators are interested.</p> <p>We discussed appointing Michael Hoffman at our next meeting instead of doing an all-call to the faculty at large.</p>			
7.4	<p>Draft Resolutions for action at 5/11 meeting:</p> <ul style="list-style-type: none"> <li>• Establishment of Secure Digital Media Server</li> <li>• Revision to Assessment Cycle</li> <li>• Faculty Vacancy Process/Maintaining and Growing the Fulltime Faculty Workforce</li> </ul>	Hirzel	5	Information
	<p>These resolutions will come for action at our May 11 meeting. They will appear on the consent agenda unless someone requests that they be pulled for discussion/amendment. <b>Amendments can be sent to AS members and discussed at our next meeting.</b> See details at <a href="http://www.canadacollege.edu/academic senate/resolutions_proposed.php">http://www.canadacollege.edu/academic senate/resolutions_proposed.php</a></p>			
7.5	The Flex Day planning process – a review and recommendations for improvement	Hirzel and others	20	Discussion
	<p>On Tuesday 4/25 an ad hoc workgroup met. There were 3 faculty, 1 staff, 1 admin plus the Dir. Of PD in attendance. Originally eight faculty had been invited to participate and told they could extend the invitation to anyone interested. The workgroup reviewed the document “Flex day planning timeline and process.”</p> <p>Some suggestions coming from the workgroup include:</p> <ul style="list-style-type: none"> <li>○ Include a specific objective in the new PL Plan to formalize the Flex Day Planning process and vet through governance groups</li> <li>○ Create a timeline (similar to Curriculum Committee’s timeline) for Flex Day Planning process identifying when the PL Committee meets, calls for proposals, deadlines for submission, etc. for fall and spring Flex days. Vet this through Classified Senate, Academic Senate and PBC during Fall 2017 for implementation in Spring 2018 Flex Planning. [New process can’t apply to Fall 2017 flex planning</li> </ul>			

	<p>which is happening now.] New process should include approval of a draft agenda from both Senates and PBC.</p> <ul style="list-style-type: none"> <li>○ Preference for role of Cabinet to provide input early in the planning process rather than after draft agenda is created.</li> <li>○ Build in time devoted for departmental work during some Flex days</li> <li>○ Better identify which Flex days and workshops are intended to be for faculty, staff, admin or applicable for multiple constituents</li> <li>○ Continue to set aside time in Flex days for “all college” agenda items (EMP, accreditation, etc. This is already happening.)</li> <li>○ Important note: Some may assume Flex Day as the only opportunity for professional learning on campus, but this is not the case, nor can all campus needs be met on Flex Day alone. The PL Plan should create a comprehensive, college-wide, year-round Professional Learning Program. Flexible flex happens all year long.</li> </ul> <p>Dani: Flex days seem soupy and sometimes ineffectual but required for rule-followers. Denise: We need to be clear on the rules for what it needs to be according to the state, district, campus. The rules keep changing. Doug: Since the district chooses to participate in the State’s Flex Calendar program, the district is required to provide training in order to get apportionment (but we no longer get apportionment since we are community supported). That means we should have greater flexibility in what is offered and what counts for flex day. Monica: The district has been creating workshops rather than encouraging departmental and program review work; the latter should be acceptable as a flex day activity. Michael: It would be helpful if we had a balanced set of options. Denise: We should be consulted more. Katie: We need better communication to people whose proposals were denied or deferred.</p> <p><b>AS recommends a Flexception Flex day meeting in fall during which we discuss how to create an effective process and agenda for Flex days</b></p>			
7.6	Draft Professional Learning Plan: How does this one-year plan address faculty PD needs? What are the gaps? What can wait till the next plan? What interventions are needed now? How does the CIETL proposal inform the answers?	Hirzel and others	30	Discussion
	<p><i>Discussion deferred</i>  <b>Please submit comments online about professional learning plan.</b>  PL Committee meets on Monday 5/1 and will incorporate our feedback, then it goes to PBC 5/3 for final adoption 5/17.</p>			
7.7	Pulled from Consent Agenda: BP Political Activity – Monica: Next meeting would like to discuss this policy; need clarification from District			
<b>Other Reports, Meetings and Deadlines</b>				
8.1	Division reports and concerns	Division Reps	10	Discussion
8.2	Upcoming Governance Meetings A. Planning and Budgeting Council – 5/3 B. Instruction Planning Council – 5/5 C. District Academic Senate – 5/8			
9	Adjourn	Hirzel	4:01	<b>Action</b>
	Next Meeting (return to normal meeting location 2-10)			May 11, 2017

*In accordance with the Ralph M. Brown Act and SB 751, minutes of the Cañada College Academic Senate 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 for the 2016 – 2017 academic year:**

President: Doug Hirzel; Vice President: Sarah Harmon; Secretary: Lisa Palmer; Treasurer: Sarah Aranyakul; Curriculum Committee: Danielle Behonick; Professional Development: Denise Erickson; Humanities and Social Sciences Division: Monica Malamud; Science and Technology Division: vacant; Business, Design & Workforce Division: Hyla Lacefield; Athletics, Library and Learning Resources: Ana Miladinova & Diana Tedone; Student Services: Sandra Mendez