

## Cañada College Academic Senate Governing Council

Meeting Minutes for Thursday, Feb 27, 2014

Room: CIETL (9-154)

2:10 to 4:00 p.m.

**Academic Senate Governing Council Members in Attendance:** Doug Hirzel, Anne Nicholls, Sandra Mendez, Leonor Cabrera, Lorraine Barrales-Ramirez, Ana Miladinova, David Meckler, Dani Behonick (for Alicia Aguirre), Denise Erickson

**Academic Senate Members in Attendance:** Nick Martin, Jenny Castello, Anniqua Rana, Yolanda Valenzuela, Jeanne Gross, Jeffrey Rhodes, Michael Hoffman

**Guests in Attendance:** President Buckley, Lina Tsvirkunova - ASCC, Dean Hsieh

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

**2. Introductions:** None.

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

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

**5. Questions/comments on non-agenda items:**

ASGC Senate Dues – Encourage faculty members to support ASGC by paying dues.

Majors 2 Careers Day – Save the Date April 24, 2014 12-1:30 p.m. & 5:30-7 p.m. 6-101/6-102 This informal 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? What career paths are available and anything that you would like to share with the students. Please bring your banner from last year's Majors Day for the table. There will definitely be a lot of undeclared majors who will be checking out the different Majors to Careers tables, as well.

Cañada Career Club – New student club on campus!

In conjunction with the Career Center the club organizes

- workshops for students to master interviews, resumes, cover letters
- seminars with speakers from different industries to give students informational talks and inspire them to pursue their dream career pathway
- networking opportunities with employers to learn about potential volunteer and internship opportunities

### 6.1 Curriculum –

District Curriculum meeting – Discussion held about courses that we may be able to offer across multiple campuses so that students in a single course could be located at any of the three

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campuses and participate via virtual simulcast. Skyline has a virtual distance education classroom that could serve as a model for each college. The future goal would be to implement this process to help low enrolled classes and increase collaboration across all campuses. There are many considerations that have yet to be worked out.

ASCCC Academic Academy – Dani Behonick participated in this workshop. Main focus was on General Education and ways to make GE more meaningful and relevant to students.

**6.2 Professional Personnel** –Currently, reviewing long-term proposals. Short-term proposals are also being reviewed while funding is available. PP recommends submitting an application ASAP.

Denise Erickson and Susan Mahoney will be attending the March 14 conference, “Building Pathways: Alternative Approaches to General Education” at CSU Northridge.

### **6.3. Division Reports -**

**Humanities** – No report.

**Counseling** – No report.

**Business/Workforce** – No report.

**Science** – No report.

**Athletics** – No report.

**ASCC** – Leadership retreat – learned about voting procedures; public speaking.

### **7.1: Committee Appointment – Elsa Torres to Safety**

Motion to: approve Elsa Torres to the Safety Committee to replace Raj Lathigara.

Moved/seconded/approved unanimously.

### **7.2 ESL Replacement Hire Proposal**

<http://www.canadacollege.edu/academicsenate/1314/ReplacementHireESLSp14.pdf>

Background: December 2012; Jackie Phillips retired. At the end of her career she taught ESL. Last May 2013 Linda Haley left; she was teaching ESL and basic skills reading. The request is for one Fulltime tenure-track ESL replacement to support the department.

Main discussion points and questions are listed below:

What is the current FTE for adjunct ESL faculty? Is there enough FTES to fully load a new full-time faculty member?—YES. There are currently 13 sections of 4 different ESL courses offered at off-site locations from east Redwood City and Menlo Park to Half Moon Bay. At a new East Palo Alto site, an ESL course is offered. To strengthen the department’s off-campus efforts, one full-time faculty member is needed. In fact, the FTE for Spring 2014 indicates a need for 10 fulltime ESL faculty!

ASGC is in full support of the ESL Replacement hire. Next steps would be place this item on the PBC agenda.

### **7.3 Guest speaker honorarium & Ron Goode Funding Request**

[http://www.canadacollege.edu/academicsenate/1314/speaker\\_stipends.pdf](http://www.canadacollege.edu/academicsenate/1314/speaker_stipends.pdf)

[http://www.canadacollege.edu/academicsenate/1314/Ron\\_Goode\\_Funding.pdf](http://www.canadacollege.edu/academicsenate/1314/Ron_Goode_Funding.pdf)

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ASGC discussed the proposal created by David Meckler that would use Senate funds to pay stipends to class guest speakers. As a case in point, Yolanda Valenzuela has submitted a request for Senate support to bring Ron Goode as a guest speaker. Main discussion points and questions are listed below:

Do we want to set aside a fund for funding speakers?

What are the benefits?

How much do we set aside?

ASGC proposes that we begin a pilot program. ASGC will set aside \$2000 a semester (\$1000 each semester) for proposals that come up. Each proposal would be reviewed on a case by case basis. If approved, the speaker honorarium would be in the amount of \$100, or up to \$200 for proposals with special circumstances (e.g. out-of-area travel expenses).

Motion to: approve setting aside \$1000 for the rest of this semester; \$2000 next year (\$1000 each semester) with a standard amount of \$100 but up to \$200 with special circumstances. Moved and seconded by Ana Miladinova. All in favor: Lorraine Barrales-Ramirez, Doug Hirzel, Denise Erickson, Sandra Mendez, David Meckler, and Ana Miladinova. Opposed: Dani Behonick, Anne Nichols and Leonor Cabrera. No abstentions.

Motion to: fund Yolanda Valenzuela's Ron Goode proposal in the amount of \$200. Moved/seconded/approved unanimously.

#### **7.4 DRAFT Strategic Enrollment Plan**

<http://www.canadacollege.edu/prie/enrollmentreports/Draft%20Strategic%20Enrollment%20Management%20Plan%202014-2017.pdf>

ASGC began reviewing the Plan and more discussion will occur at our next meeting. March 12<sup>th</sup> is the deadline for feedback on the Strategic Enrollment Plan.

#### **7.5 DRAFT Reassigned Time Application**

[https://docs.google.com/forms/d/1q8ppv\\_gLNOwhLASAXSPaCOdzbBV13Qt9fDHxl76M5Lo/viiewform](https://docs.google.com/forms/d/1q8ppv_gLNOwhLASAXSPaCOdzbBV13Qt9fDHxl76M5Lo/viiewform)

ASGC has agreed in previous meetings to include "reassigned/non-instructional assignments" in the next version of Annual Plan/Program Review. In the proposed draft, programs are asked to comment on the impact that faculty non-instructional assignments have on their programs. To complement this, there is a need to develop an application to request and justify non-instructional assignments. The current draft of this application is provided in the link above. The plan is to have these requests reviewed by IPC (deans and faculty reps in attendance) and recommendations provided to the VPI.

#### **7.6 DRAFT Program Review/Annual Plan - Timeline**

During FLEX day faculty will be asked to make comments on the current draft of the APP plan. On March 7, IPC will review the draft and make recommendations. March 13, ASGC will review these comments and create a final draft to send out to the college for consideration. Final vote on adoption of the APP will occur on March 27. Note: the current draft is only for instructional programs.

**8.1 PBC** –No report.

**8.2 SSPC** – Reviewed Strategic Enrollment Plan and made recommendations on.

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### **8.3 CSE – No report.**

### **8.4. Basic Skills & CIETL – Next meeting will be held on March 18, 2014. Key topics include:**

- Report on Basic Skills Plan 2014-2017
- Plan to re-name the committee to the Student Success Committee
- Leading from the Middle Institute report – Anniqua Rana and Michael Hoffman  
[http://www.evergreen.edu/washingtoncenter/docs/nsilc\\_readings/2012readings/grabier\\_integrating\\_ss.pdf](http://www.evergreen.edu/washingtoncenter/docs/nsilc_readings/2012readings/grabier_integrating_ss.pdf)
- Report on tutoring support

### **9. Adjourn: 4:15PM**

**Next meeting:** March 13, 2014

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