

Cañada College Academic Senate Governing Council

Meeting Minutes for Thursday, March 13, 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, Alicia Aguirre, Denise Erickson

Academic Senate Members in Attendance: Paul Roscelli, Anniqua Rana, Michael Hoffman

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

1. Call to Order: 2:13PM

2. Introductions: None.

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

4. Approval of Minutes 2/27/14: Moved/seconded/approved unanimously.

5. Questions/comments on non-agenda items:

Cañada students debut at Cannes Film Festival: Sir Wade Neistadt and Melissa Loi to present their short film KERFLOOEY. The ASGC commends ASCC efforts in bringing Campus MovieFest to Cañada. Our thanks to everyone involved in making this opportunity available to Cañada students.

Link to MovieFest KERFLOOEY <http://www.campusmoviefest.com/movies/27339-kerfloey>

Cañada College 2013 Make a Movie in a Week (Cañada)

<http://www.campusmoviefest.com/festivals/432-canada-college-2013>

Spring into Fall it's SEP time! Please share this information with your students.

How would you like to register early for Fall 2014? It's possible if you complete your Student Educational Plan (SEP) by April 18th @ 12noon. A Student Educational Plan serves as a road map of required courses and recommendations based on your individual educational goal. Counselors can help you identify and plan courses related to your personal, academic and career goals. Don't wait! Appointments are filling up fast!

To schedule an appointment go to the Counseling Department, Bldg. 9 –first floor, or call 650-306-3452 and let the Welcome Center staff know you want an SEP appointment.

<https://m.facebook.com/photo.php?fbid=752655768091489>

Save the Date: March 18 and 25 - New Position Proposals

Campus-wide forum will take place on Tuesday, March 18. 4 new staff and 3 new faculty positions are being proposed. The presentations will occur in building 2-10 from 2:10-4 p.m.

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On Tuesday, March 25, you are again invited to join your colleagues from IPC, SSPC, APC and Academic Senate to discuss each proposal. This robust dialogue will provide guidance to PBC and President Buckley for making a strategic investment in Cañada's future. This meeting will take place in building 2-10 from 2:10-4 p.m.

All proposals, timelines, presentations and video links are available on the PBC website at <http://canadacollege.edu/planningbudgetingcouncil/staffing.php>

6.1 District committees – Call for nominations for District Senate President (nominations due to Hirzel/Nicholls by March 27)

PETF's revision of the faculty evaluation documents is almost complete. PETF plans to present the newly revised faculty evaluation documents to AFT leadership and DAS before the end of this semester. AFT wants to wait till Fall 14 to present these revisions; DAS would like to get this done sooner. Further details will be provided.

DAS is reviewing and updating faculty selection procedures. Rules and regulations are also being reviewed for updates.

6.2 Curriculum –No report.

6.3 Prof. Personnel –Committee met on Tuesday and reviewed 2 long term proposals. 1. Jessica Einhorn requests release time in order for her to finish her dissertation. 2. Patty Hall will take a semester off to take an intensive Spanish class in Mexico. Her request is in the amount of \$1758.00 to cover travel fund costs. A request was submitted to ASGC for supplemental travel funds.

Still have funds to cover short term proposals about \$2,000 left. Deadline is May 30th 2014.

ASGC members reviewed and discussed the ASGC supplemental funds proposal criteria. This was considered a pilot program (see description of program appended to these minutes), given a four semester trial period. The trial period is now over. ASGC will review and evaluate the effectiveness of the initiative, and decide next steps. In the meantime a temporary sub-committee was formed to review the speaker honorarium and travel fee proposal.

Temporary Sub-committee formed (i.e. speaker honorarium and travel fee) – Leonor Cabrera, David Meckler, and Denise Erickson.

Item will be tabled as a discussion item for next time.

6.4 ASGC Treasury –Made check in the amount of \$200 to fund Yolanda Valenzuela's Ron Goode proposal. The event will be co-sponsored by Basic Skills, ASGC, and CIETL.

6.5. Division Reports -

Humanities – Reminder to all divisions that when hearing-impaired students are in a class all media shown in class must be Closed Captioned. This is an ADA requirement. All media purchased by the college must be Closed Captioned. The DRC can get old media captioned.

Counseling – No report.

Business/Workforce – No report.

Science – No report.

Athletics – No report.

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ASCC – Preview Day is scheduled for April 28th.

7.1: Committee Appointment: Kristen Parks (HSS rep) to Curriculum replacing Bob Lee

Motion to: approve Kristen Parks (HSS rep) to the curriculum committee replacing Bob Lee. Moved/seconded/approved unanimously.

7.2 Formation of ASGC Elections Committee

ASGC will have to two positions open for 2014-15: Secretary and Treasurer. A committee will be formed to start the process. The composition for this committee will be comprised of three members from multiple divisions who are not running for office.

Motion to: approve Anne Nicholls, Lorraine Barrales-Ramirez and Sandra Mendez to the ASGC Elections Committee. Moved/seconded/approved unanimously.

7.3 Area B Pre-Plenary meeting, March 21 Recruitment for ASCCC Spring Plenary, April 10-12

<http://www.asccc.org/calendar/list/plenary-sessions>

The deadline for early registration is April 1 and we would like to mail a check to Sacramento in time for the discount. You can see the program of events and workshops
<http://asccc.org/spring2014/spring-program>

If you or someone not on ASGC would like to go, please let Doug Hirzel know.

7.4 Process for nominations of faculty for the U.S. Professors of the Year Award

The U.S. Professors of the Year awards program celebrates outstanding instructors across the country. The award is \$5,000 contributed by the Carnegie Foundation for the Advancement of Teaching. Additional details can be found at <http://www.usprofessorsoftheyear.org>

The College is allowed to nominate 3 faculty; ASGC proposed nominating Anniqua Rana due to the similarity between these criteria and those for the Hayward Award for which Prof. Rana was recently nominated.

Criteria: The primary characteristic the judges consider is an extraordinary dedication to undergraduate teaching, which should be demonstrated by excellence in the following areas:

- Impact on and involvement with undergraduate students (25 percent)
- A scholarly approach to teaching and learning (25 percent)
- Contributions to undergraduate education in the institution, community and profession (25 percent)
- Support from colleagues and former undergraduate students (25 percent)

Questions/Comments: Which divisions submitted a faculty nomination? Doug responded that since this award only recently came to the attention of the college and the timeline is very short, the nomination process this year was “ad hoc”: the three instructional deans, ASGC President, and VPI Anderson (representing both the ALL division and the Office of Instruction) proposed names. A new process for nominations will be developed for next year.

7.5 DRAFT Program Review/Annual Plan

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http://www.canadacollege.edu/academicsenate/1314/Program_Review_030714.docx

Proposal

- Eliminate the current Annual Program Plan and 6-year Comprehensive Program Review
- Establish a Biennial Program Review (programs will be assigned to even or odd years)
- Resource Requests will occur annually, as needed
- Data packets for all programs will be available every year

ASGC gives overall consensus. Division Representatives will discuss the proposal with their faculty during the April division meetings. We anticipate a vote by ASGC to adopt the proposal on April 24. If adopted, the new planning cycle for instructional programs will become effective Fall 2014.

7.6 DRAFT Strategic Enrollment Plan Goals (pp. 23-24)

ASGC reviewed and discussed the enrollment management goals.

8.1 AFT – No report.

8.2 CIETL – Requesting groups to take part in Focused Inquiry Network (FINs). Math will look at success rates in development basic skills math (Hoffman). Materials can be found on the ASGC website.

8.3 PBC – No report.

8.4. SSPC– No report.

8.5. IPC– No report.

8.6. CSE– No report.

9. Adjourn: 4:06PM

Next meeting: March 27, 2014

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Proposal to the Academic Senate Governing Council (approved in 2010)

The Academic Senate will designate \$2000 per semester to be awarded for travel expenses to qualified faculty to attend professional conferences in their discipline.

Purpose: To provide faculty the opportunity to remain current in their discipline, nourish academic growth, and maintain high standards of professional expertise.

Need: Current Professional Development opportunities provide travel funds for a maximum of \$200 for In-State or \$300 for Out-of-State per year per applicant. This is inadequate for many discipline conferences, particularly those which are held outside of the state. Therefore, there is a need to fund supplementary financial support for faculty to attend these conferences. This support could be provided with funds from the treasury of the Academic Senate, paid for from dues from faculty.

Screening Process: Applications for attendance to professional discipline conferences will be screened by the Professional Development Committee, and will meet the deadlines for Long Term projects (Oct. 15 or March 1). Approved applications (covering registration fees, replacement costs, and limited travel expenses) will be forwarded to the ASGC (if requested by applying faculty). A sub-committee of the ASGC will review the applications, and make recommendations for prioritization of the applications. Their recommendations will be brought to the ASGC for a final vote.

Criteria: The standards for application will follow the Professional Development guidelines, including a personal statement, and a project report. The final report will be presented (in-person) to the ASGC.

This is a pilot program, given a four-semester trial period. At the end of that time, the ASGC will review and evaluate the effectiveness of the initiative, and decide if it should continue.

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