

## Cañada College Academic Senate Governing Council

<http://canadacollege.edu/academicsenate>

### Minutes 9/25/14

2:10pm – 4:00pm

Room 3-104

*Meetings of the Governing Council are open to all members of the campus community. Materials are posted on the meeting page of the ASGC website.*

No.	Item/Topic	Presenter	Time	Action
1	Call to Order at 2:10 Attending: DH, KS, AM, HL, SM, DE, MH, DM Guest: Dean Rana, Lina Tsvirkunova (ASCC)	Hirzel	1	Procedure
2	Introductions	Nicholls	2	Information
3	Adoption of Agenda ( <i>remove any items from consent</i> ) KS motion passes unanimously Committee appoint of Nick Carr to PBC is removed from consent (he is classified staff, not for AS approval)	Nicholls	1	Action
<b>Consent Agenda</b>				
<i>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 or citizen or member of the staff may request that an item be removed to be discussed in the order listed, after approval of remaining items on the consent agenda.</i>				
4	Adoption of Consent Agenda ( <i>designated by an asterisk</i> ) KS motion passes unanimously	Nicholls	1	Action
	*Approval of Minutes: 9/11/14			Action
	* Study Abroad Program committee – Jessica Marshall			Action
<b>Public Comment</b>				
5	Questions/comments on non-agenda items	Public	10	Information
<b>Subcommittee Reports</b>				
6.1	President's report: <ul style="list-style-type: none"> <li>• MH appointed ACES Coordinator</li> <li>• Exemplary Program Award nominations due to ASGC Oct. 9; last year our nominee, Math Jam, won the award of \$4K from the Board of Governors</li> <li>• PBC report <ul style="list-style-type: none"> <li>○ ILO Benchmarks? no; too many difference basis for evaluation</li> <li>○ 120 objectives in all plans combined; unworkable; Pres Buckely considering hiring an ed consultant to consolidate the list</li> </ul> </li> <li>• Siskiyous Fire Relief: RR &amp; KL report that funds, rather than goods, are what is needed. A good day to be generous.</li> </ul>	Hirzel	5	Information
6.2	Prof. Personnel <ul style="list-style-type: none"> <li>• DE still waiting for funding figure from the district. Lots of applications. CIETL was able to pull out of annual plans what people's ProfDev</li> </ul>	Erickson	5	Information

	<p>interests are. Current desires are not getting connected to current resources that are available. Encourage to div reps to spread the word about the availability of profdev funds.</p> <ul style="list-style-type: none"> <li>Supplemental funds request; recommended by the subcommittee (DM and DE). Meets all requirements. \$787 lodging. We will act on this next time.</li> </ul>			
6.3	Treasury. No report.	Aguirre	5	Information
6.4	<p>Academic Committee for Equity &amp; Success (ACES)</p> <ul style="list-style-type: none"> <li>Mainly working on the State-required Student Equity Plan; attending a training session 26 Sep. Previous meeting brainstormed profdev needs; will be developed in the next meeting. Fit ESO and STEM into an overall plan. 30 Oct Discipline Parade.</li> </ul>	Hoffman	5	Information
6.5	<p>Curriculum Committee – New Curriculum Handbook</p> <ul style="list-style-type: none"> <li>Committee Handbook now online. Highlighted 2.1, Approval Procedure Diagram, 2.3 Deadline Chart always updated. Dani B deserved kudos for this.</li> </ul>	Schertle	5	Information
<b>Senate Business</b>				
7.1	<p>Committee Appointments –</p> <ul style="list-style-type: none"> <li>Evaluation Guidance Committee – rep needed. responsible for training all involved in eval process and 1st in line for concerns and complaints. 3 reps needed: faculty rep, AFT, VPI. Not urgent. Currently on this campus, or two AFT reps. HL volunteers. For recommending changes, see DHirzel or L Ware.</li> <li>Subcommittees for Travel Award and Speaker Fund. Ana M. added to DM &amp; DE</li> </ul>	Nicholls	5	Action
7.2	<p>Assessment Manual – first reading</p> <ul style="list-style-type: none"> <li>Documentation of how we do SLOAC. An Assessment Handbook a parallel to Curriculum Handbook. Link online in Materials on today's agenda. Input needed on the difference between outcomes and objectives. We will need to approve at some point.</li> </ul>	Hirzel	5	Information
7.3	<p>Reassigned Time Proposal – feedback will be obtained at October Division meetings, action at our Oct. 9 meeting</p> <ul style="list-style-type: none"> <li>no new input yet – still to get feedback from divisions. KS sought some clarifications. Will be in effect for next fall, in time for release time requests to be submitted with schedule requests. “Collegial review” will be done IPC (although IPC has not agreed to this responsibility yet). AM: no cut-offs set for qualifying proposals; the college retains flexibility.</li> </ul>	All	10	Discussion

7.4	Goals 2014-15 – GE Themes, PD, SLO, bylaws revision, remote guest speakers, guide enrollment planning <ul style="list-style-type: none"> <li>• GE Pathways 8 Oct mtg in CIETL, DE leading</li> <li>• SLO = e-portfolios</li> <li>• by-laws revision, can be done with a simple majority of faculty</li> </ul> DE motion to approve above goals, passes unanimously	Hirzel	10	Action
7.5	Board Policies: 6.05, 6.11, 6.26, 6.38, 6.90, 6.94 1st round proposed changes; goes to DASC and 3 colleges input pooled; comes back to us for final approval. <ul style="list-style-type: none"> <li>• 6.05 Academic Calendar. DCM motion to approve passes unanimously.</li> <li>• 6.11 Requirements for Degree and Certificates. adds ADT language. DE motion to approve passes unanimously.</li> <li>• 6.26 Degree. DCM motion to refer to DAS Curriculum; motion passes unanimously</li> <li>• 6.38 Guest Speakers. DE motion to approve passes unanimously</li> <li>• 6.90 Community Ed Classes. DE motion to approve passes unanimously</li> <li>• 6.94 Contract Courses. DCM motion to approve passes unanimously</li> </ul>	Hirzel	15	Action
7.6	Board Policies: 1.40, 1.55, 2.19, 2.25, 7.07, 8.70 – first reading; notice of draft Procedure 2.25.2 Next round information; for next consent agenda <ul style="list-style-type: none"> <li>• 1.4 Brown Act update: record abstentions</li> <li>• 2.19</li> <li>• 2.25</li> <li>• changes required by law</li> <li>• 2.25.2 Procedure added to deal with Improper Romantic or Sexual Relationships [not subject to approval]</li> <li>• 3.15 TB routine renewal</li> <li>• 3.39 discussion to held later – non-students on campus. controversial and ill-defined.</li> <li>• 7.07 Non-resident student fees; reflects changes in the law and some changes for clarity</li> <li>• 8.7 . Fees for audited classes -- reflects changes in the law</li> <li>• 3.1 &amp; 3.12 Min Quals Procedure. detailed discussion at DAS level.</li> </ul>	Hirzel	5	Information
7.7	Board Policies: 3.15 and 6.39 – first reading	Hirzel	5	Information
7.8	Professional Development – envision the future Brainstorming activity. Notes appended to these minutes.	Hirzel	20	Discussion
<b>Other Reports</b>				
8.1	Division reports on matters of Council interest none	Division reps	5	Information

8.2	Reports from Planning Councils, committees, AFT none	Various	5	Information
9	Adjourned 4:01	Hirzel	1	Action
	Next Regular Meeting			Oct. 9, 2014

**Academic Senate Governing Council for the 2014 – 2015 academic year:**

President: Doug Hirzel; Vice President: Anne Nicholls; Secretary: David Meckler; Treasurer: Alicia Aguirre; Curriculum Committee: Katie Schertle; 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 Center: Ana Miladinova & Diana Tedone; Student Services: Sandra Mendez

## Professional Development Brainstorming by ASGC – Sept. 25, 2014

- Affective Domain training
- What if we had **ongoing** training?
- Departmental mentorship/collaboration
- What if Faculty had time? / Reduce faculty load. Schedules are difficult -> More fixed times where everyone comes to do PD, Faculty Dev. Hour
- Faculty working off-campus
- Dist. Ed Professional Development
- Course planning and assessment built into the work of the classroom
- FIN's haven't taken off: Why not? Time?
- Link achievement of PD with earning a "degree"/ Faculty educational advancement
- Create a system where faculty can work towards earning release time, bank time to be used for PD
- Redesign Trustees Fund for Program Improvement to give faculty the choice of money or release time
- Department-based focus groups
- How to motivate students
- How to promote energy in the classroom
- Cross-pollination with professional groups
- How to create student-centered lectures
- Training in speaking/teaching techniques from professions other than education
- Opportunity to take each others' classes and/or classes outside of discipline and district
- How to help triage service (counseling and student services)
- How to work better as a college using our resources effectively?
- substitutes for classes missed due to PD
- outside observers to observe our teaching and offer advice.
- technology – individual tech aid/trainer to flip classroom for initial semester, then faculty member can do it on their own
- TED talk level editing services – edit recorded lectures by professors
- recording students so they can see themselves; learn how to use this tool in the best way.
- tech skills improvement workshops too small – not critical mass. with a bigger cohort, professors could support each other more; some faculty fall behind in technology--can we keep everybody on board?
  - also the reverse of that: individual handholding; work on real classes
- creation of visual aids that combine outside expert content and tech, with input from professors as to what is needed in the classroom and for our students
- learning about our students and where they come from -- tours of East Palo Alto, Half Moon Bay, Police Activities League.
- 5/4 teaching load (annual release time) Establish Spring/Fall cohorts that train and work together.
- return to Flex days that are PD oriented, rather than SLO admn type stuff