# Cañada College Academic Senate

http://canadacollege.edu/academicsenate

| | Minutes 2/23/17 | | | |
|---|---|---|---|---|
| | 2:10pm – 4:00pm | | | |
| | **Room 2-10** | | | |
| | *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 | | | Procedure |
| 2 | Introductions<br>Members Present: Doug Hirzel, Sarah Harmon, Lisa Palmer, Hyla Lacefield, Ana Miladinova, Sandra Mendez<br>Members Absent: S. Aranyakul, M. Malamud, D. Behonick, D. Erickson<br>Guests: Jose Covarrubias,  Benjamin Yeh (ASCC Senators), Gregory Anderson, Katie Schertle, Erin Moore | | 1 | Information |
| 3 | Adoption of Agenda | | 1 | Approved (unanimous) |
| 4 | Adoption of Consent Agenda | | 1 | Approved (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: 2/9/17 | | | |
| 4.2 | Approval of Prof. Julie Carey's request for $100 speaker honorarium for Poet, Gerardo Pacheco to speak in ESL 912 | | | |
| **Public Comment** | | | | |
| 5 | Questions/comments on non-agenda items | Public | 5 | Information |
| | A.  End of Year All-College party is proposed for Friday, May 19, 12:30-2 p.m. Does this work for most people?  Answer:  yes<br>B.  Lacefield:  Faculty need to make sure that all WebAccess materials are updated before finals end.<br>C.  Anderson: See March 8 Flex day agenda for new (not old) 'pathways' (meta-majors, course clusters) breakfast session.  Students who express interest in degree field have better success.  "Career Ladders" contractors will be here to discuss.  Divisions, IPC and Academic Senate will continue discussion throughout the spring of possible models to implement at Cañada – if there is sufficient interest among faculty.  Denise Erickson and Gloria Darafshi participated in Pathways conference and can provide more explanation.<br>D.  Anderson: at Board meeting yesterday, Melinda Ramsel eloquently explained Strong Workforce plan; we were complimented on faculty engagement in early planning.<br>E.  Anderson: Anna Camacho from the STEM center was nominated by our district for outstanding classified staff.<br>F.  Palmer:  New faculty position proposal process takes much time and effort for little gain.  Are there better ways of doing this? | | | |
| **Regular Reports** | | | | |
| 6.1 | President's report | Hirzel | 5 | Information |
| | A.  OEI's Course Exchange begins at pilot colleges; http://ccctechedge.org/news/12- | | | |

| | | | | | |
|---|---|---|---|---|---|
| | | miscellaneous3/777-ccc-course-exchange-begins-at-pilot-colleges | | | |
| | B. | The Office of Instruction has posted the spring 2017 Enrollment Update. These reports document the low-enrolled course sections that were canceled or saved. http://canadacollege.edu/enrollment/current.php | | | |
| | C. | The college community is invited to propose Strategic Initiatives (major proposals for implementing the three college goals) for the new EMP 2017-22. Opportunities will occur at Division meetings and Participatory Governance meetings through March 14. Senate will do so at our March 9 meeting. | | | |
| | D. | PBC asks all divisions to consider the process for input on developing division budgets. Is the process that is documented being followed? Is this sufficient input on budget development? How can it be improved? http://canadacollege.edu/adminservices/docs/budget_dev_guidelines.pdf | | | |
| | E. | Requested enrollment history in CCCE's Medical Assisting courses to assess possible impact on Cañada's Medical Assisting program. Waiting for response from Jonathan Bissell. | | | |
| 6.2 | Curriculum Committee<br>Deadlines are inflexible. | | Katie Schertle | 5 | Information |
| 6.3 | Professional Development<br>Applications are coming in; we still have funding available. | | Palmer | 5 | Information |
| **Senate Business** | | | | | |
| 7.1 | Establish AS Election committee, deadline for nominations for Senate President and Vice President, and date of election | | Harmon | 15 | <span style="color:red">Approved unanimously with 2 abstentions (Lisa and Sandra)</span> |
| | Lisa and Sandra volunteered to be the committee of two AS officers needed to solicit nominations for AS Pres and VP. Also we should all solicit nominations.<br>Nomination deadline: March 23<br>Electronic ballot opens: April 13<br>Vote ends: April 27<br>Our bylaws allow AS to vote if there is only one candidate, but we decided to have the election regardless of number of candidates. | | | | |
| 7.2 | Faculty professional development – the past, present and future. Providing input for the college PD plan. | | Hirzel | 30 | Discussion |
| | See attached PowerPoint presentation.<br>Hirzel: We still have the resources in place (funding, people) but is this sufficient? What about the current structure needs bolstering? What else do we need? Do we want mentoring? Peers to come to our classes to help improve teaching? Structures to experiment with teaching and learning? Workshops to expose us to new ideas?<br>Palmer: We don't have the CIETL space and same kind of innovative opportunities.<br>Harmon: We lack the tangible, visible presence and recognition of who is our guide/point person(s).<br>Lacefield: Our webpage should have clear information architecture to find the resources we need.<br>Harmon: PD should be more than faculty driven and run. It should represent all constituencies.<br>Lacefield: It should be bolstered by webpage.<br>Hirzel: ACES offers opportunities to innovate – do they involve staff as well as faculty? Could ACES serve as point on PD?<br>Moore: Some ACES inquiry projects incorporate faculty and staff, others or solely faculty or solely staff.<br>Schertle: Does ACES offer the same opportunities? Perhaps people are unaware of the opportunities available.<br>Harmon: Perhaps, but ACES tends to have a basic skills focus.<br>Moore: Most any project here will have an equity/student success basis since that's our goal.<br>Anderson: Combines equity and basic skills, so that's a wide umbrella.<br>Hirzel: Recap of comments – CIETL offered a "face", a commonly recognized "go-to" person(s) for PD; opportunities for innovation among faculty are needed; ACES provides some of this but not everything will fit | | | | |

| | | | | |
|---|---|---|---|---|
| | into ACES focus – perhaps need to create similar inquiry groups for non-ACES projects; Next meeting we will be proposing "strategic initiatives" including professional development ideas into the EMP. | | | |
| 7.3 | Continuing work on creating procedures for program development and PIV | Hirzel | 30 | Discussion/Work |
| | *See handout.*<br>Hirzel: Context – Board policy states AS must create procedures for program development and program discontinuance. This first draft is a discussion-starter and is based on models from other colleges. What steps make sense? What could be eliminated?<br>Lacefield: Must ensure that the college will support new programs.<br>Anderson: College needs guidance on what it means to "pilot" a new course or a new program. How many students are needed in a pilot course? In a pilot program?<br>Hirzel: Step 8 is where the college defines its commitment, resources allocated, criteria for running pilot courses, etc. This is critical to ensure the new program has best chance to succeed.<br>We need to analyze labor market data and determine need (step 4).<br>Palmer: Makes sense that either a dean or faculty may have the idea. First step for faculty should be to go to a dean and consider feasibility. Perhaps steps 1 & 2 could be rolled together. Perhaps step 3 could be skipped.<br>Lacefield: We can develop programs and have labor market data to support them but there is no guarantee students will actually come and take these courses. We need a better way to actually gauge student demant, rather than just job demand. Strongly suggest that college engage in professional market research firms to conduct focus groups for new programs. Industry uses focus groups to ensure demand for products and services prior to investing. Such focus groups might occur around steps 8-10.<br>Hirzel: Perhaps our marketing and outreach programs can help gauge student interest.<br>Hirzel: Can Community Ed (CCCE) be an incubator for some new courses/programs before the college actually commits to creating its own program? Can it serve as a bridge and advertising for new programs? We will need CCCE to share its enrollment data with us if this collaboration is to work. | | | |
| **Other Reports, Meetings and Deadlines** | | | | |
| 8.1 | Division reports and concerns<br>Nothing to report | Division Reps | 15 | Discussion |
| 8.2 | Upcoming Governance Meetings<br>    A. District Committee on Budget and Finance – Feb. 21<br>    B. Planning & Budgeting Council – Mar. 1<br>    C. District Participatory Governance – Mar. 6 | | | |
| 8.3 | Upcoming Faculty Deadlines:<br>    A. Biennial program review (S&T Div., BDW Div., CWA, HTP) are due in SPOL by the end of February<br>    B. All program plans & resource requests are due in SPOL by the end of February | | | |
| 8.4 | Upcoming Conferences:<br>    • Flex Day – Mar. 8<br>    • 3CSN Northern California Equity Institute – Mar. 10-11 (Santa Clara) https://www.eventbrite.com/e/3csn-northern-california-equity-institute-tickets-31387355425<br>    • Online Teaching Conference – June 19-21 (Anaheim) http://onlineteachingconference.org | | | |
| 9 | Adjourn | Hirzel | | Action |
| | Next Meeting | | | Mar. 9, 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