

Cañada College Academic Senate

<http://canadacollege.edu/academicsenate>

Minutes 3/9/17

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	<p>Introductions</p> <p>Members present: Dani Behonick, Sarah Harmon, Hyla Lacefield, Lisa Palmer, Monica Malamud, Denise Erickson, Sarah Aranyakul, Sandra Mendez, Doug Hirzel, Leonor Cabrera, David Meckler, Diana Tedone</p> <p>Guests: Dayo Diggs (new coordinator of the writing center), President Moore, LeighAnn Shaw, Jose Covarrubias, Benjamin Yeh</p>		1	Information
3	<p>Adoption of Agenda</p> <p>Revise agenda to include item 7.0 to change the deadline for nominations for AS president and VP</p>		1	Action Motion: approved unanimously
4	Adoption of Consent Agenda		1	Action Motion: approved unanimously; DB abstained from approval of minutes
<p>Consent Agenda</p> <p><i>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.</i></p>				
4.1	Approval of Minutes: 2/23/17			
4.2	Appointment of Melinda Ramzel to Program Services Coordinator (Workforce) screening committee; note: position is funded 50% by Menlo Park and 50% Strong Workforce Program			
<p>Public Comment</p>				
5	Questions/comments on non-agenda items	Public	5	Information
<p>Regular Reports</p>				
6.1	<p>President's report – posted online</p> <p>Malamud: Information on grant-funded positions?</p> <p>Hirzel: Eugene Whitlock provided some information, available in president's report.</p> <p>President Moore: Thanks to Doug and Dani for attending Board meeting; Moore looks forward to the scheduled meeting to discuss science lab rental concerns.</p>	Hirzel	5	Information

6.2	Treasurer's report Budget remains strong. PD has been able to fund PD requests so the AS supplemental fund remains un-expended.	Aranyakul	5	Information
6.3	Curriculum Committee Curriculum committee appears to be in good shape. 86% of courses requiring review were either done or in the queue. Incoming co-chairs are being trained; transition is going well.	Behonick	5	Information
6.4	Professional Development "All is well"	Erickson	5	Information

Senate Business

7.0	Extend deadline for nominations of AS Pres. and VP We haven't sent out the email soliciting nominations for AS P and VP, so we are moving the deadline for nominations to noon April 13 th . As previously scheduled, Senate can then receive the nominations, and any from the floor, at the 4/13 meeting. Election can start later that day or the next.	Hirzel	5	Action Motion: approved by unanimous consent
7.1	Draft resolution: media server project Please show media server proposal (Michael Stanford) to faculty here and at our sister colleges. Send comments to Sarah or Mike.	Harmon	20	Discussion
7.2	Report on Business, Accounting & Technology program revitalization	Cabrera	20	Discussion

Leonor Cabrera: CBOT has been merged with Business and Accounting. Trying to change name to "BAT" = Business, Accounting, and Technology. Goals: increase enrollment as the load was low. Also attempting to revitalize CBOT. Problem: students don't feel need to take keyboarding anymore. Also, Community Ed teaches 4-8 hour courses that compete with ours, which take more hours. Primary skills: typing. Secondary skills: advanced Excel; using apps. Easiest way to fill classes: put it on a certificate, but that doesn't work now. Also, new curriculum is being developed. Bringing back management, advanced technology, MAC users. Now want to include more analysis, financial modeling, SQL. Also planning to revitalize the lab (13-217); modular set-ups to encourage collaboration. Issues: 1) power. Building 13 is solid cement; it needs more electrical outlets. 2) WiFi and boosters are inadequate. Ongoing discussions with the district to determine how to solve these issues. Plans to simulcast to HMB and other schools to boost enrollment. Marketing challenges; some funding is coming from Strong Workforce. Community advisory committee recommended secondary skills; CBOT now has funding to feed advisory committee. BAT is a "meta-major." Biggest obstacle: lack of upgrades to building 13.

Hirzel: If you need assistance from AS, please ask.

Harmon: Will you be requesting a new hire again?

Cabrera: TBD

Hirzel: Simulcast technology may also have been called "interactive TV".

Behonick: The district has similar capabilities already.

Cabrera: We want something more. Real time, interactive capability.

Meckler: If students don't get the certificate, does that affect the 'success' data?

Cabrera: At opening day, we were told that we'd be measuring how well students achieve their goals, not our certificates or degrees.

LA Shaw: At Skyline, students can earn stackable certificates that sometimes add up to a degree.

Lacefield: Might be possible to measure success by students' increased earnings.

Hirzel: This is a great attempt to revitalize an existing program. A new PIV process will be developed by Senate to help guide revitalization planning and to ensure that the college provides the necessary support for revitalization efforts.

7.3	Senate proposes Strategic Initiatives for implementing the new EMP	Hirzel	30	Action
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Hirzel: PBC will be working to synthesize and identify the strategic initiatives for achieving the 3 EMP goals.

Meckler: There seems to be a lack of big ideas.

Hirzel: We're looking for plans that will really transform the college, requiring resources and time.

Erikson: [Referring to reference materials sent by Hirzel to AS members – online at http://www.canadacollege.edu/academicssenate/pd_revision.php] Where did the idea of a 2-week faculty institute come from?

Hirzel: Those ideas came from 2014 brainstorm with faculty and staff under leadership of Pres. Larry Buckley. If some faculty want to revitalize CIETL, we should discuss it here at Senate.

Lacefield: We should have a survey soliciting feedback about proposals. Synthesize proposals into one line each; solicit ranking.

Hirzel: Earlier this academic year a proposal to create a child development center was submitted to be considered for SWP funding. It was reported at PBC that this proposal wasn't included in our SWP plan because it wasn't in our Facilities plan or EMP. The take-away message to us is that we need to get professional development into the new EMP so that it remains vital and funded.

Malamud: We are the only college where the PD person isn't faculty.

Hirzel: Faculty needs to step up and be part of the Professional Learning (PL) committee; we have 1 unfilled spot on the committee. The college decided (through PBC) to develop this committee with equal representation and participation. [This was done in response to the 2014 Taskforce recommendation and to comply with AB 2558 which requires a faculty-staff-admin collaborative approach to planning professional development.] If we don't step up, it will be run by administrators and staff because they are the ones who are participating.

Malamud: We lost faculty leadership of CIETL.

Hirzel: That was a funding issue. We lost the funding. Putting a staff person (Director of PD) in charge of the new PL committee allowed for 12-month coverage [faculty only work 10 month contracts so there is no assistance during summer or intercessions when faculty prep for the semester]. Now some of the responsibilities of the Director have been parsed out to various people (faculty - Online Instruction Coordinator, faculty - Instructional Assessment Coordinator, staff - Instructional Technologist), but the college has decided that the PL committee structure should persist to coordinate and plan for PD.

LA Shaw: Shocked that we don't have representation on that committee.

Hirzel: Faculty have to prioritize which committees are important to have representation.

Palmer: Maybe we could improve communications and help faculty know how to prioritize among different positions and roles.

Behonick: It would be useful to have the positions delineated, in writing. A handbook?

Lacefield: Hiring the new webmaster may help with communications.

Lacefield: Also, maybe we could create more accountability to ensure that everyone understands his/her responsibility and participates.

LA Shaw: This discussion could go in EMP goal 3: college communications and organization.

7.4	Timeline for decisions regarding FT faculty vacancies <i>Deferred to future meeting</i>	Hirzel	10	Action
Other Reports, Meetings and Deadlines				
8.1	Division reports and concerns <i>None</i>	Division Reps	15	Discussion
8.2	Upcoming Governance Meetings A. Planning and Budgeting Council (3/15) – prioritizing strategic initiatives B. Instruction Planning Council (3/17) – feedback on submitted program reviews			
8.3	Upcoming Conferences: A. 3CSN Northern California Equity Institute – Mar. 10-11 (Santa Clara) https://www.eventbrite.com/e/3csn-northern-california-equity-institute-tickets-31387355425 B. Online Teaching Conference – June 19-21 (Anaheim) http://onlineteachingconference.org			
9	Adjourn	Hirzel		Action
	Next Meeting			Mar. 23, 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