

Cañada College Academic Senate

<http://canadacollege.edu/academicsenate>

Minutes 4/13/17

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		2:19	Procedure
2	Introductions		1	Information
<p>Members Present: Doug Hirzel, Sarah Harmon, Dani Behonick, Diana Tedone, Sarah Aranyakul, Sandra Mendez, Denise Erickson, Lisa Palmer, Hyla Lacefield, Monica Malamud</p> <p>Members Absent: Ana Miladinova</p> <p>Guests: Jose Covarrubias (ASCC Senator), Benjamin Yeh (ASCC Senator), Alison Field, Mallory Stevens, Katie Schertle, Elizabeth Terzakis, Michael Hoffman, Michael Stanford, Lezlee Ware, Jessica Kaven, Allison Hughes, Erin Moore, Michelle Marquez, Jamillah Moore</p>				
3	Adoption of Agenda Kaven, Hughes and Ware: agenda item 7.5 request included just Flex day planning challenges and CIETL reassigned time; Hirzel added professional learning plan and PL committee		1	Unanimous
4	Adoption of Consent Agenda		1	Unanimous
<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: 3/23/17			
Public Comment				
5	Questions/comments on non-agenda items	Public	5	Information
Regular Reports				
6.1	President's report	Hirzel	5	Information
<p>A. Board of Trustees study session on Teaching & Learning in the SMCCCD – April 19, 6 p.m. All faculty are encouraged to attend this historic opportunity. Michael Hoffman will attend but all of us are welcome.</p> <p>B. Trustee Karen Schwartz has been visiting different Senate meetings and came to the last District Academic Senate meeting. Proposed resolution dealing with Community Ed was on the agenda; DAS was discussing the boundaries between not-for-credit offerings by CCCE and credit offerings of the colleges. Resolution is being reworded and strengthened, to help us understand and define rules of not-for-credit education.</p> <p>C. Faculty in Division of ALL has expressed concern about registered sex offenders on campus, in particular in classes with Middle College students. Hirzel has been discussing the issue with Public Safety Officer Bill Woods, General Counsel Whitlock, VP Anderson and VP Lopez and will bring those experts to explain.</p> <p>D. All faculty are strongly encouraged to attend the joint division meeting about Guided Pathways on April 28th, from 12-2 pm in 3-142.</p> <p>E. Year-end All College BBQ is on May 19, 12:30-2 p.m. in the upper quad.</p> <p>F. Nominations due for ACES Coordinator and Honors Transfer Program Coordinator and Accreditation co-chair (see below).</p>				
6.2	Treasurer's report: none	Aranyakul	5	Information
6.3	Curriculum Committee: all CORs that were supposed to get	Behonick	5	Information

	submitted for review made it in time except one, which was intended to be banked anyway.			
6.4	Professional Development report: none	Erickson	5	Information
Senate Business				
7.1	<p>Faculty input is needed on items below. This is the opportunity to propose revisions.</p> <p>A. Board Policy – 2.07 Policy Development, 2.30 Political Activity</p> <p>B. Proposed local resolutions on (a) New Instructional Programs, (b) Establishment of Secure Digital Media Server, (c) The Role of Not-for-Credit Education, (d) Maintaining and Growing FT Faculty Workforce – Faculty Vacancy Process; http://www.canadacollege.edu/academicsenate/resolutions_proposed.php</p> <p>C. Professional Learning Plan – See email from Erin Moore from April 12, 2017 with survey and upcoming opportunities to provide feedback http://www.canadacollege.edu/professionaldevelopment/plplanprocess.php</p>			
7.2	<p>Nominations for Academic Senate President and Vice President for 2017-2019</p> <p>Election dates (open early next week, closing before our next meeting)</p> <p>Hyla Lacefield is the sole nominee for AS; no nominations for ASVP</p> <p>According to Bylaw 5.2, office of VP will remain vacant; a special election will take place in the fall for ASVP, and the winner will have a 1.5 year term.</p> <p>Lacefield will work to make sure VP gets reassigned time;</p> <p>Hirzel notes that there will be 0.2 FTE reassigned time available in fall as it will no longer be used for the Curriculum chair transition.</p>	Palmer Mendez	10	Motion to accept Hyla Lacefield nomination for AS President Unanimous with 1 abstention (Lacefield)
7.3	Assessment update and recommendations (see PowerPoint for more detail)	Kaven, Hughes	25	Discussion
	<p>Roles of Online Instruction Coordinator, Assessment Coordinator and Instructional Technologist are complementary with some areas of overlap</p> <ul style="list-style-type: none"> • Assessment <ul style="list-style-type: none"> ○ SLOs, PLOs, ILOs ○ Required by accreditation ○ New TrakDat resources available as link on program review website; offers guides and videos ○ Teaching, Learning, and Assessment (TLA) coaches have been assigned in each division; paid hourly rate for up to 20 hours/semester (funded by ACES) ○ Propose revising our existing assessment cycle with a 3-year cycle like that of Skyline; departments map courses to the cycle; in future consider aligning program review cycle ○ Over the years ACCJC has given very unclear and often contradictory guidance regarding SLO assessment. Kaven reviewed current ACCJC requirements: “systematic and regular evaluation of SLOs” and noted no mandated assessment cycle ○ Malamud: new head of ACCJC said it’s decreasing emphasis on SLOs (or on disaggregation of SLOs) ○ Michelle Marquez: at meeting this week, ACCJC said it is backing away from SLO emphasis, but she is concerned that accreditation visiting teams may still evaluate based on prior practices/expectations ○ Proposed assessment cycle will be more flexible (examples provided in PPT) • Resolution is posted on draft resolution page and is open for amendments; it will be voted on before the end of the semester http://www.canadacollege.edu/academicsenate/resolutions_proposed.php 			
7.4	Online Education and Canvas update	Ware, Hughes	15	Discussion
	See PowerPoint for complete details.			

	<ul style="list-style-type: none"> • WebAccess goes away June 6. Be sure to back up and download all course content and gradebooks! • All newcomers to CANVAS should have received info pack • District has discontinued STOT; Colleges will have opportunity to do their own versions of STOT <ul style="list-style-type: none"> ○ Funds previously used for STOT should be made available to colleges to help faculty to learn to teach online ○ DEAC is supposed to inform us about reimbursement or incentive for training ○ Different divisions handle training differently, but in future there will be more consistency • @One has shorter training available now; can be reimbursed for registration • DEAC meetings are teaching something new at each meeting • Coming soon: Peer Course Review of use of the OEI Course Design Rubric • DEAC <ul style="list-style-type: none"> ○ Definition of regular effective contact is still TBD ○ Give questions to Hughes, Ware, and Janet to share with DEAC • 3 upcoming CANVAS trainings (see CANVAS website) 			
7.5	Faculty professional development: ELITE, Flex Day Planning, CIETL Reassigned Time and the Professional Learning Plan and PL Committee	Kaven, Ware, Hughes	30	Discussion
<p>Flex Day Planning Challenges (Kaven)</p> <ul style="list-style-type: none"> • Some of Jessica’s workshop proposals have been declined without explanation including a recent one on faculty assessment • Some flex days there have been an all-college invitation to propose flex day workshops but this practice is not consistent • Hirzel: it’s AS’s purview to recommend flex day planning process and content, and take it to PBC • Stevens: the PL Committee works hard to make sure the needs of all 3 constituencies’ needs are met • Stanford: faculty haven’t felt included in decisions about what is offered on Flex • Erickson: faculty feel like we lack a place for more concentrated discussion of teaching. • Erin Moore: August Flex day is already being planned; she will send out an email soliciting input. The PL Committee meets again on May 1. There is a large backlog of proposed workshops that the college hasn’t been able to offer. Does it make sense to ask for more proposals when we have so many yet in the cue? • Marquez: participation in Flex day has grown but there is still limited time (few days) for the number of proposals that have been submitted; some proposals request large blocks of time, such as the all day On Course workshop last month. • Hirzel: next AS meeting, we will discuss process by which Flex agendas are set, ensure that faculty voice is heard in PL Committee, and propose guidelines for communication. <p>Introduction to ELITE Program and CIETL Reassigned Time proposal (see PowerPoint) Kaven, Ware, and Hughes</p> <ul style="list-style-type: none"> • ELITE and CIETL are not duplicate efforts • Draft PL plan doesn’t address assessment • ELITE: Enhanced Learning and Instruction through Technology Education Program <ul style="list-style-type: none"> ○ Created through Office of Instruction ○ Awaiting budgeting news ○ Went through program review ○ Institutional space (physical) for faculty innovation and energizing ○ 13 faculty members and one staff authored and supported the proposal for RRP (reassigned time request proposal) ○ CIETL funding ended in 2015 without explanation ○ CIETL was lauded in accreditation report <p>(out of time)</p>				

	<ul style="list-style-type: none"> Erickson: please make the PowerPoint presentation public Ware: will disseminate in all-campus email Hirzel: it will also be on AS meeting page resources 			
Out of time; Defer discussion to future AS meeting				
Other Reports, Meetings and Deadlines				
8.1	Division reports and concerns (deferred)	Division Reps	15	Discussion
8.2	Upcoming Governance Meetings A. Planning and Budgeting Council – April 19			
8.3	Upcoming Deadlines - http://www.canadacollege.edu/academicsenate/coordinators.php A. ACES Coordinator – April 14 B. Honors Transfer Program Coordinator – April 21 C. Accreditation Co-Chair – April 30			
9	Adjourn	Hirzel		4:00 pm
	Next Meeting (location change to 3-142 for 4/27 only)			Apr. 27, 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