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| **Cañada College Academic Senate**  <http://canadacollege.edu/academicsenate>  2:10pm – 4:00pm  **Room 2-10** | | | | |
| **Minutes 10/25/18** | | | | |
| *Meetings of the Academic Senate are open to all members of the public. Materials are posted on the meeting page of the Senate website.*  *Members attending: Hyla Lacefield, Diana Tedone, Denise Erickson, Candice Nance, Po Tong, Anne Nichols, Sarah Aranyakul, Daryan Chan, David Eck*  *Guests attending: President Moore, Karen Schwarz, Tom Mohr, Char Perlas, Janette Linares, David Reed, Lisa Palmer, Leonor Cabrera, Karen Engel, Maureen Wiley, Paul Roscelli, Chris Rico, Guidance Gunundu* | | | | |
| No. | Item/Topic | Presenter | Time | Action |
| 1 | Call to Order | Lacefield |  | Procedure |
| 2 | Introductions | Lacefield | 1 | Information |
| 3 | Adoption of Agenda   * Item 8.6 moved to next meeting | Lacefield | 1 | Action,  Dave E. motions, Diana 2nded  Unanimous Vote to approve |
| 4 | Adoption of Consent Agenda   * Sarah withdraw from Online Instruction Coordinator Review Committee | Lacefield | 1 | Action,  Anne motions to adopt, Daryan 2nded,  Unanimous vote to approve |
| **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.* | | | | |
| 5.1 | Minutes 10/11/2018 | | | |
| 5.2 | Guest Speaker Honorarium for Nicolas Stier to speak at Michael Hoffman’s MATH 225 class. | | | |
| 5.3 | Online Instruction Coordinator Review Committee (2019-20)  Che Meneses  Candice Nance  Alison Field  Jessica Kaven  Sarah Aranyakul  Instructional Assessment Coordinator Review Committee (2019-20 through 2020-21)  Che Meneses  Lezlee Ware  Kiran Malavade  Daryan Chan | | | |
| **Public Comment** | | | | |
| 6 | Questions/comments on non-agenda items | Public | 5 | Information |
| **Regular Reports** | | | | |
| 7.1 | President’s report  Recruit faculty for Administrative Planning Council  -APC focuses on the planning aspect of budget.  -Meetings are either Wednesdays 8 to 8:55am or 11 to 11:55am. Meetings start Nov. 28th | Lacefield | 5 | Information |
| 7.2 | Treasurer’s report  -nothing to report | Aranyakul | 5 | Information |
| 7.3 | Curriculum Committee  -Very busy time for curriculum committee, especially with impact from AB 705.  -Deadline for any major course modifications was Oct 24th (in order for it to be ready for Fall 2019). | Nance/Schertle | 5 | Information |
| 7.4 | Professional Development  After pending applications, the Professional Development committee has $35,198 for this year’s faculty funding. Expected to be enough for funding short-term applications/projects but not enough for long-term projects (e.g., sabbaticals).  -Questions the committee is considering:  -Should PD be funding college-mandated conferences and programs?  -Should PD be supplementing study abroad?  -Should PD be funding fees for institutional programs like PTK, EOPS, and CARES?  -Presentations for recipients of PD funding is planned to highlight what the funding has made possible.  -Leigh Anne Shaw and Paul Rueckhaus are working on a proposal for how to prioritize different kinds of funding requests.  -One view is that PD should prioritize benefiting faculty’s individual development as a teacher rather than serving to address state and administrative requirements (e.g., attending a workshop on AB 705). | Erickson | 5 | Information |
| 7.5 | Guided Pathways  -Meeting with Career ladders project on Monday (October 29th).  -Student Voices focus groups beginning tomorrow (October 25th). Audio recording of the focus groups will be available afterwards.  -PDF copy of Chapter 1 of *Redesigning America’s Community Colleges* is available for faculty.  -Saleri from Chancellor’s office will be present. She will be looking to see how the Chancellor's office can help with the process. | Erickson | 5 | Information |
| 7.6 | ACES   1. ACES sent a **proposal to PBC for the new Equity Director Position.** It was determined that this would be the best way to move it forward within procedures.Please consider coming to PBC for the new position presentation to support (schedule pending 10/31 or 11/1, 2:10-4pm, 2-10) 2. ACES is moving forward on a **video project to showcase our Equity Resolution** so that it is accessible and engaging to students. [A form linked here was sent out to the ACES group and students to get feedback](https://docs.google.com/forms/d/e/1FAIpQLSdV_bo3-RX_3FsX6Ls-X20SvX8XeKf-0YWF7BLynFnvKrtz9Q/viewform?c=0&w=1) on the parts of the resolution people would like to highlight. Please let Rebekah know if you'd like to fill it out as well. 3. On **Wed. Nov. 14,** we will host another **Equity Lecture Series** **Event**: "*Personal Stories from the Middle East Student Panel"***In 2-10**   12: Middle Eastern Food  12:30-1:15 Student Panel  1:15-1:30: Q & A  **The Grove:**  1:30-2:30: Aswat Ensemble:<http://zawaya.org/site/aswat-ensemble/>  The "Bay Area's Premier" Arab Music Ensemble  Middle Easter Desserts  Please look out for the forthcoming flyer with more details and considering coming, bringing classes, and/or sending students for extra credit. | Taveau | 5 | Information |
| **Senate Business** | | | | |
| 8.1 | Programs with no full-time faculty and Program Development, Improvement and Discontinuation process   * Impact on faculty workload * Impact on students * Program viability   -Issue with programs that lack full-time faculty. These programs include: accounting, paralegal studies, CBOT.  -One goal is to make this part of program review.  -Questions: how many divisions have programs without full-time faculty? --CTE, Engineering.  What it be possible for people from other programs or even divisions to work on a program review for programs that don’t currently have full-time faculty?  Would Strong Workforce funds be suitable for funding faculty to do these kinds of programs reviews?  General question: where can we get funding to address need for these program reviews? | Nance and Tedone | 15 | Discussion |
| 8.2 | Guided Pathways   * Preparing meta-majors for faculty   - Paradox of choice: too many options is overwhelming for many people, leads to more indecision  -General strategy of guided pathways:  1) Student identifies “areas of interest” (“meta-majors” or “career groups” or “areas of interest”), 2) formulate academic plan, 3) follow the road map, 4) receive support to stay on plan.  -Meta-majors vs program maps  -Meta-majors: leads to academic plan for student.  -Program maps groups clases by theme. Examples: Sustainability Pathway and Social Justice Pathway.  - Effect on Cañada College?  2018-19: 1) Create general categories of similar interests. 2) Use language that is inviting to students. 3) Collect student perspectives on potential meta-majors.  -Meta-majors are intended to be voluntary for students.  -Other strategies of Guided Pathways besides meta-majors: assessing other aspects of student life, such as how students apply, how they receive financial aid. Possibility of designing first-year experience for students.  -Important for faculty to get input on where their program would fit into potential meta-majors.  Meetings of Guided Pathways Committee: 1st and 3rd Mondays, Building 3, Room 142, 2:30-4:00pm. | Wiley | 15 | Information/Discussion |
| 8.3 | Tenure track process for full-time faculty initially hired on non-tenure position.   * Full-time faculty hired in non-tenure position are given full first year tenure evaluation. This is in keeping with practice at our sister colleges.   Next step: identify the specifics of Skyline’s process for evaluating full-time non-tenured faculty. | Lacefield | 10 | Action,  Anne motions to approve, Diana 2nded,  Unanimous vote to approve |
| 8.4 | Share ideas about New Program Review Timeline and prioritization rubric for resource requests.  -Timeline is on the program review website.  -Major changes to rubric: some rows were eliminated because there would not be enough information to assess.  -December 5th: PBC will try out the new rubric. Goal is to have immediate feedback on results of the assessments of resource needs. | Lacefield/Engel | 15 | Discussion |
| 8.5 | Professional Learning Plan  -Goals of the plan: 1) provide a more substantial on-boarding experience for new faculty. 2) Identify how college wants to accomplish the programming needs requirements (e.g., classified staff and 100% release time for faculty are two options). 3) Address needs and increase of part-time faculty professional learning. 4) Assess Professional Learning needs of Guided Pathways. 5) Increase FT faculty participation in PL committee.  -Change to previous draft of the plan: Goal #5 in previous draft was eliminated because it was redundant. | Reed/Meckler | 10 | Action,  Anne moves to accept, Daryan 2nded, Unanimous vote to approve |
| 8.6 | Technology Committee Proposal  -Restructuring Tech Committee, looking for feedback  Moved to next Academic Senate meeting | Reed/Ware | 10 | Discussion |
| 8.7 | Faculty Ethics statement for District Academic Senate: <https://www.aaup.org/report/statement-professional-ethics>   * Does this statement still suffice or does it need to be revised (or does the updated version serve our purposes)?   - This item is up for updating. No one has raised any particular concerns. | Tedone | 5 | Discussion |
| 8.8 | Revising bylaw ARTICLE II: ELECTION OF OFFICERS  -Moved to next meeting  -Goal: shift schedules to prevent complete loss of knowledge if both officers disappeared at same time.  -Proposal: have former president be in office for one year. General goal is to create more institutional memory for the Academic Senate president position. | Lacefield | 10 | Discussion |
| **Other Reports, Meetings and Deadlines** | | | | |
| 9.1 | Upcoming Governance Meetings   1. Faculty Professional Development Committee 2. Professional Learning Committee 3. Curriculum Committee 4. ACES 5. IPC 6. Planning and Budgeting Council (PBC) | | | |
| 9.2 | Upcoming Events:  TBA | | | |
| 10 | Adjourn | Lacefield |  | Action,  Diana moves to adjourn, Dave E. 2nded,  Unanimous vote to approve |

*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 2018 – 2019 academic year:**

President: Hyla Lacefield; Vice President: Diana Tedone; Secretary: David Eck; Treasurer: Sarah Aranyakul; Curriculum Committee: Candice Nance/Katie Schertle; Professional Development: Denise Erickson; Humanities and Social Sciences Division: Doniella Maher; Science and Technology Division: Po Tang; Business, Design & Workforce Division: Anne Nichols;KAD and ASLT: vacant; Student Services/Counseling: Daryan Chan