

Cañada College Academic Senate

<http://canadacollege.edu/academicsenate>

2:10pm – 4:00pm

Zoom Link: <https://smccd.zoom.us/j/84174625171>

Minutes 03/10/2022

Meetings of the Academic Senate are open to all members of the public. Materials are posted on the meeting page of the Senate website.

Attending: David Eck, Natalie Alizaga, Gerardo Pacheco, Daryan Chan, Lisa Palmer, Malamud, Nick DeMello, Anne Nichols, Diana Tedone-Goldstone, tin, Bryan Jeong, Richard Schulke.

No.	Item/Topic	Presenter	Time	Action
1	Call to Order	Eck		Procedure
2	Introductions	Eck	1	Information
3	Adoption of Consent Agenda	Eck	1	Action Motion: LP 2 nd : NA Yes: 11 No:
4	Adoption of Agenda <ul style="list-style-type: none">KS asked a procedural question regarding making a motion to adopt the Agenda and voting. She asked if we still need to vote on the item. DE	Eck	1	Action Motion: KS 2 nd : MM

	<p>answered that the motion needs to be confirmed by voting.</p> <ul style="list-style-type: none"> DT wrote an election committee that will organize the process. 			<p>Yes: 11</p> <p>No:</p>
<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>				
5.1	02/24/2022 Minutes			
5.2	<p>AB 361 – Renewal of Virtual Meeting Modality for Academic Senate</p> <ul style="list-style-type: none"> This acknowledges our use of AB 361 that extends our ability to meet virtually as a Brown Act meeting, without having to post the address of our physical location Academic Senate passed a resolution to support the use of AB 361 to extend our virtual modalities If anyone would like to argue that Academic Senate should resume meeting in person, then simply request that this item be pulled from consent. From there, we would debate the matter. 			
5.3	<p>Black Students Matter Speaker Series – March 1st Event</p> <ul style="list-style-type: none"> Tamarik Rabb - \$100 Tamarik is a former Cañada College student who transferred into the HAAS School of Business Program at UC Berkeley and since has graduated and earned his Bachelor degree in Business Administration. Tamarik spoke about his experience at Cañada College, and how it prepared him for transfer to UC Berkeley and beyond. He also discussed his experience in the Honors Transfer Program, Magna Cum Laude, and Phi Theta Kappa. Additionally, he talked about his role and experience in the Associated Students of Cañada College (ASCC) and the Black Student Union. 			
5.4	<p>Instructional Designer tenure-track faculty Screening Committee</p> <ul style="list-style-type: none"> Dean: David Reed Allison Hughes Discipline Expert: Bianca Rowden-Quince Jessica Kaven 			

	<ul style="list-style-type: none"> Sarah Aranyakul 			
Public Comment				
6	Questions/comments on non-agenda items <ul style="list-style-type: none"> David Meckler shared information about April 21 Flex Day. He asked Academic Senate what modality do faculty would like to participate in for this Flex Day. LP, AN, MM, KS agreed Zoom is best. SH, DT agreed some face-to-face and Zoom meetings will be best. 	Public	5	Information
Senate Business				
7.1	Guided Pathways Update <ul style="list-style-type: none"> Canvas shells for Interest Areas G. Shankar shared information and updates regarding Guided Pathways and the roll out of Canvas Shells for Interest Areas. He mentioned that there has been confusion across the college as learners are confused because the different concepts between departments, divisions, and the Guided Pathways concept of Interest Areas. G. Shankar stated that students are getting information that it is not accurate regarding Interest Areas. For this reason, Canvas Shells are being designed for this Interest Areas. He also stated that Faculty have been invited to participate on their Interest Areas, so faculty can experience and also see what information is on this Interest Areas shells. G. Shankar stated taht 300 plus students have signed up to 	G. Shankar	5	Information

	<p>experience the Business Interest Areas Canvas pages.</p> <ul style="list-style-type: none"> • G. Shankar mentioned that these Retention Specialists can be contacted to learn more about Interest Areas: Business: Melisa Maldonado, Humanities: Diana Espinoza-Osuna, Arts: Jazmine Anastacio, STEM: Gonzalo Arrizon. • DT asked if Librarians would be added to all the Canvas Interest Area pages? Meckler responded that it is possible. • Sarah Harmon and DE asked what should faculty do if they didn't get any notification of these Canvas pages? Shankar answered that if the notification is not received faculty should contact Retention Specialists. Meckler will brought this issue of faculty not getting notification up into their Guided Pathway team meeting. 			
7.2	<p>AB 705 Related Banking of English Courses</p> <ul style="list-style-type: none"> • Palmer stated that California State is asking to change Curriculum, but she reminded faculty that Curriculum belongs to Faculty purview, and that these changes will be made since California State has requested it. • She stated that “by fall 2022, all U.S high school graduate students, both new and continuing, in certificate, degree or transfer programs, will be placed into and enroll in transfer level English and math/quantitative reasoning courses (whether with or without support.)” She explained that the state requires our college to 	Palmer	5	Information

	<p>show that these mandates are being done. Therefore, the English Department is no longer offering pre-transfer courses with exception of ENG 847 which is part of dual enrollment. Students can take ENG 100 and 105.</p> <ul style="list-style-type: none">• Palmer stated that ENG 100's prerequisite changed, and 362 courses will need to be updated since other courses have English as a prerequisite or recommended preparation. Palmer stated that UC system requires a prerequisite for ENG 100 while AB 705 does not. Therefore, the English Department must come up with clear language that addresses these two. For this reason, Palmer shared that English Department has proposed the following as a draft, "Grade of B or better in high school and a 2.6 high school GPA; or successful completion of ESOL/ESL 400; of other measures as appropriate." She acknowledged that the "other measures" is ambiguous, and this is where Counselors can help students.• David Meckler asked if these updates are completed on the Program Mapper website, Palmer stated that not yet. She stated that managing these 3 entities is a difficult task.• AN asked if this is the same process that Math will have to face. Palmer stated yes.• Palmer stated that tomorrow, 3/11, Curriculum will be important since Math faculty will be present about their plan about these mandates.			
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	<ul style="list-style-type: none"> • KS asked if UC system requires prerequisites and AB705 doesn't? Palmer stated this is correct. • DE stated that state legislators cannot ask UC to make changes, but CSU can be changed. • NA asked if students won't be allowed to register to English classes if they cannot show they have completed a prerequisite. Nicholas Martin stated high school students have the option to upload now their grades for Math and English as they apply to the college and this information is uploaded to Banner. If the student does not submit this information properly, Counselors are able to find this information. Also, students can upload this information on WebSmart. LP asked if students cannot prove they meet the proposed requirements, high school students will be placed into ENG 105 and for Math, they will be placed in Math 200. Martin stated that this is correct, and he also stated that Counselors can work with students individually to place students accordingly. • DC stated that multiple can be done to measure students, so they can be placed in ENG 105 or 100. 			
7.3	<p>Two Upcoming Surveys</p> <ul style="list-style-type: none"> • Community College Survey of Student Engagement • Community College Faculty Survey of Student Engagement 	Engel	10	Information

	<ul style="list-style-type: none">• Engel- stated that the survey Community College Survey of Student Engagement offers survey was sent by President's office. This is an opportunity to learn about important information about our students. This is the first time that this survey is completed electronically, so it is key that faculty spread the word and allow students to complete this survey.• KS asked about how much time do students have to take survey. Engel stated 2 weeks before Spring Break.• DE asked about how long will the survey take 20 or 40 minutes. Engel stated that the survey will be about 20 minutes.• DC asked if concurrent students will have to take this survey. Engel stated that this survey is only for college students over 18 years of age.• Jeison Velasquez stated the survey took 30 minutes.• DE asked if there is a Faculty survey. Engel stated not for this year. It will be done in the future.• Althea Kippes asked how does this work in online courses. Engel stated that students will need to check the Survey Canvas shell.• DE asked if there is a way how Faculty know how many students completed this survey? Engel stated that she has the ability to check the total number of college students but not individual classes.• Sarah Harmon stated that she offered this as credit assignment.		
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	<ul style="list-style-type: none"> • NA stated that it will good to have a message that states that students' information won't be shared or used for anything else. Engel agrees to add a message like this in future email notifications. 			
7.4	<p>New Parking System Student Issues</p> <ul style="list-style-type: none"> • Need for credit card payment • Difficulty with rental cars • Website portal unreliable • General concern about campus accessibility for our students • Tupper shared that there have been issues for paying cash for digital parking. He stated that paying at the cashier's Office is not working since scheduling issues. He stated that cash machines aren't working with the digital machines. Tupper also stated that there is another issue with issuing multiple parking permits for college partners, workers, and other people who come to work for the college. In addition, he stated that another challenge is that some students have different entities who pay for these parking permits. • ND asked is the daily virtual permit accessible through a smart phone app. In addition, ND asked if Tupper knew about the problems with QR code parking (scams) that happened in Texas? ND stated people put their own QR codes on stickers and placed them over the QR codes on meters. He stated that QR codes can lead to spoofed websites or directly insert code into your smart phone. ND also stated Having a smart phone app is 	Tupper	10	Discussion

	<p>more secure and has less problems. Therefore, ND stated SMCCCD needs an app anyway for campus notifications, guide me to my class, etc. Sarah Harmon agrees with ND). Tupper agrees QR codes can be an issue, and he will investigate this.</p> <ul style="list-style-type: none">• DE asked for clarification about the machines on the lots. He asked are they were working and usable again and that's coming online, messaging and so on. Tupper stated that this is correct.• AN asked if the Tennis courts and the library parking space need permits. Tupper stated that we charge since these places are in school grounds.• DT asked about what about those students who come to campus and have not registered yet and don't have a school email. Tupper stated that students will be able to buy a daily permit and placed on their dashboard. These daily permit machines will be in Lot 6, 3.• Tupper stated that the citation process fees are not free. There is a fee; however, Faculty can educate students. Tupper shared his concerns about making parking fees another barrier for our students that might prevent them from coming to college.• DT asked what about taking the fees away at once. Tupper said that this is part of a bigger conversation, and the district needs to come up with a sustainable plan that includes taking care of the parking lots.			
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	<ul style="list-style-type: none"> • Gampi Shankur asked will the parking lot #6 (opposite the new KAD bldg.#1 will be free for the public once the Rec. Center opens. Tupper stated there will be a parking fee too. • MM- has the challenge of Cashier's Office being addressed since our students are taking classes in the evening. She stated that this is an access issue. Tupper stated that Public Safety is not citing yet. We are giving warnings and flyers. He stated that there is an educational process now. He stated that 70% of these students have not been on campus to purchase tickets. Tupper states that Public Safety will cite for parking in Disabled parking spaces and red zone. • DE asked about the cost for the digital parking permit for the semester. Tupper the price stated that the cost is 59 dollars. • Althea Kippes asked if there is going to be a forum or meeting where feedback from students, faculty, and staff can share their comments on what needs are and concerns. Tupper answered that it would be a good idea to know if parking fees are becoming an issue for students. 			
7.5	<p>Cañada President Candidates Forum - Question Drafting</p> <ul style="list-style-type: none"> • Seeking 8-9 questions to ask candidates for Cañada President during the public forums. Candidates will only answer 	Tedone & Cortez	20	Discussion

	<p>questions prepared by Academic and Classified Senates.</p> <ul style="list-style-type: none">• These candidate forums will probably take place on March 23 and 24.• The forums will be recorded and available for anyone who cannot attend during the time.• DT shared information about the Presidential Search and also President Candidates Forum. DT wants Faculty to craft 9 questions to ask on Presidential Candidates Forums. DT stated that an email will be composed and send and hopefully shared with faculty.• Sarah Harmon asked if people from the audience will be able to ask questions at the Forums. DT stated that only 8-9 questions will be asked.• ND shared his question: What ideas do you have for providing free community college? As online education becomes a larger part of the college experience, what ideas do you have for keeping on campus life vibrant and relevant?• DE shared his question: What would the candidate's plan be for administrator evaluation? Do they agree that all staff should be able to evaluate our supervisor?• Sarah Harmon shared her question: What does 'collegiality' mean to you, and how do you ensure that all colleagues on the campus--students, faculty, staff, administrators--are heard, that their voices matter?• Althea Kippes shared her question: What is your opinion on who is		
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	<p>responsible for marketing our programs to the community to increase enrollment? She stated to share their thoughts on student cheating and plagiarism and what an appropriate response should be.</p> <ul style="list-style-type: none"> • KS stated that DE's question should not be a yes/no question. • DE encouraged elected members to share this information with constituents. Email David Eck or Diana Tedone with questions. Questions should be sent to Diana Tedone by 5pm Monday, 3/14. • NA shared her question: How would you establish positive public relations between the college and the community, especially in harder-to-reach cities? • NM shared her question: What are your thoughts on the College's Anti-Racism plan? What improvements would you make, if any? • DE asked when are these questions given to the candidates. DT answered she will check in with David Feune to see when will these questions will be given to the candidates. 			
7.6	<p>Academic Senate Election Committee</p> <ul style="list-style-type: none"> • Secretary • Treasurer • DE shared that in this meeting, the Academic Senate will create an election committee that will organize the process to elect these 2 positions. • 2 senate members from different divisions and who are not running 	Eck	10	<p>Action</p> <p>Motion: BJ</p> <p>2nd: KS</p> <p>Yes: 12</p> <p>No:</p>

	<p>for any of these positions are needed.</p> <ul style="list-style-type: none"> • Motion to appoint the Academic Senate Committee: Diana Tedone, Ann Nichols, Bryan Jeong volunteered to be part of the Academic Senate Election Committee. 			
7.7	<p>Workgroup for Faculty Online Profiles</p> <ul style="list-style-type: none"> • This effort is to draft a template for a webpage that would have more engaging information about faculty and our courses • This is part of the broader effort to better market our academic offerings to current and prospective students • NA asked a clarifying question about revamping the directory page. DE answered that the directory page will have links to share information about faculty. In addition, NA asked if faculty will be able to manage this website. DE faculty can modify these pages if they make a marketing request or if they work with Omni CMS Group Training Sessions and request access to make changes to a specific page. • ND stated that this is a great marketing tool for all faculty to share key information about classes and expertise. ND stated that this effort can help with enrollment too by promoting information about the talented faculty. He said that faculty should be able to share their story. • Sarah Harmon agrees with ND since at many campuses, as a new faculty 	Eck	5	<p>Action</p> <p>Motion: RS</p> <p>2nd: DT</p> <p>Yes: 12</p> <p>No:</p>

	<p>member is onboarded, they set this up. She stated that updates can be submitted via online form, and whoever has editing access to that page can update it.</p> <ul style="list-style-type: none"> • Althea Kippes stated that these pages shared in the meeting look great and contain useful information and are visibly appealing. • Althea asked who is allowed to be in the workgroup? DE stated any faculty can be part of this group. • Natalie Arizaga, Althea Kippes (pending), Nick Demello, and David Eck might be part of the Work Group Faculty Online Profiles. 			
7.8	<p>Textbook Affordability Subcommittee</p> <ul style="list-style-type: none"> • The SMCCCD Textbook Affordability Solutions Work Group (TASW) is in the process of finalizing Zero Textbook Cost (ZTC) and Low Textbook Cost (LTC) definitions for the district • Draft definitions will subsequently go to District Academic Senate’s March 14th meeting • Harmon shared this file, Proposal from SMCCCD–ZTC Work Group to District Academic Senate to Clarify the Zero Textbook Cost (ZTC) and the Low Textbook Cost (LTC) Definitions and Process for Class Attribution. • Harmon stated that the team is working to provide “Definitions” across 3 colleges that Skyline and Cañada College are already using. • RS asked if ZTC includes e-textbooks? Harmon stated that yes, they do. 	Harmon	15	Discussion

	<ul style="list-style-type: none">• Harmon stated that the bookstore managers in 3 colleges are also part of the ZTC conversations.• Althea Kippes asked what is the definition of Low Cost? How do we know what the bookstore will charge for materials? Sarah stated Low Text Cost (LTC) prices below 40 dollars. Faculty should check with Bookstore and check the bookstore’s website for textbook prices. In addition, Althea stated sometimes the price at the bookstore is marked up quite a bit. Harmon agreed with this statement. Althea also stated that it would be nice if faculty were automatically told what the bookstore will charge the students ahead of time. This might be something faculty could ask for, rather than everyone sending Jai multiple emails.• ND stated durables (lab kits, textbooks) are generally different than items included in a materials fee (paints, pencils, scantrons). Sarah agrees that these items should be included as part of textbook materials.• Harmon stated that ZTC classes should include a disclaimer in which our district strives to provide low-cost options for book materials; however, there can be some changes due to faculty’s freedom and other issues that may change the ZTC status.• Harmon stated that this document, Proposal from SMCCCD–ZTC Work Group to District Academic Senate to Clarify the Zero Textbook Cost (ZTC)		
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	<p>and the Low Textbook Cost (LTC) Definitions and Process for Class Attribution, will be scheduled for a discussion and vote in District Academic Senate on March 14th.</p> <ul style="list-style-type: none"> • GP asked a question regarding funding and stipends to change and adopt OER. Harmon stated that we will get information before Spring Break. There is 10 thousand dollars budget for class adoptions. Sarah Harmon and Diana Tedone will be able to help with questions and concerns and even the process of applying for a stipend. • Harmon shared Faculty survey: What ZTC Pathways would you like us to create? Take this 5-minute survey: https://bit.ly/oew22. For It's the Open Ed Week faculty survey. 			
7.9	<p>Draft of Potential Bylaw Updates</p> <ul style="list-style-type: none"> • These drafts relate to clarifying the election process for the adjunct representative position • DE shared information about Option 1: Election will be in Spring. Option 2 Election will be in the Fall. • RS stated that Spring is a busy time, and it will be a good idea to have election in the Fall, so there is enough time to check in with Adjuncts. He states that Fall elections is better. • Althea Kippes wanted to have clarification about if this position might start in the fall semester a new academic year. She agrees that the person who was elected should be there if possible. 	Eck	10	Discussion

	<ul style="list-style-type: none"> • Sarah Harmon- fall to fall is a best set up. This faculty will be served for both semesters unless teaching assignments changed. • DE will be post these information on Academic Senate, so we can vote on March 24. According to Academic Senate bylaws, any bylaws updates must be posted 2 weeks in advance. 			
Regular Reports				
8.1	<p>President's report</p> <ul style="list-style-type: none"> • Check your smccd email spam folder. I have had multiple student emails (more than five) get flagged as spam for no good reason. • Update on Board Policies under review at District Participatory Governance Council (DPGC). See meeting materials for list of Board Policies currently under review. • EMP Retreat: March 11 (8:30am – 3:30pm). Drafting goals and strategic initiatives. • State Academic Senate Resolutions up for discussion for Regional Area meetings next Friday (March 18) • NA stated that she had a semester where most Canvas messages were sent to spam. • Billy Burger stated that before pandemic, he had this issue with Spam emails. • Althea Kippes stated IT department had been blocking all emails from the main legal publisher for textbooks that she has used for the last 20 years. This resulted in not getting the integrated textbook for 	Eck	5	Information

	<p>her class until AFTER the class started.</p> <ul style="list-style-type: none"> • ND wrote that “IT has added a policy to the server that dumps emails if they originate on another server and list the “return to address” as @smccd.edu. If you’re using outlook or another client not setting your emails to be sent by the SMCCD server means many of your emails are not being read. And if you want to setup your email to go through SMCCD servers, you need to configure it through one-login. Clients not configured to use one-login got locked out on January 10th.” 			
8.2	<p>Treasurer’s report</p> <ul style="list-style-type: none"> • DC stated that there are no changes in the balances for savings or checking since the last meeting; however, some checks will be going for the Black Students Matter, 2 presenters. 	Chan	5	Information
8.3	<p>Curriculum Committee</p> <ul style="list-style-type: none"> • No new updates. 	Palmer	5	Information
8.4	<p>Professional Development</p> <ul style="list-style-type: none"> • MM- shared that she has a longer and comprehensive report for today, 3/10, that includes funding amounts and number of recipients per division for the last few years. • MM would like to request time in a future meeting to have this item in our agenda. 	Malamud	5	Information
Other Reports, Meetings and Deadlines				

9.1	Upcoming Events, Meetings, Deadlines			
10	Adjourn	Eck		Procedure

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 2021 – 2022 academic year:

President: David Eck; Vice President: Natalie Alizaga; Secretary: Gerardo Pacheco; Treasurer: Daryan Chan; Curriculum Committee: Lisa Palmer; Professional Development: Monica Malamud; Humanities and Social Sciences Division: Katherine Schertle; Science and Technology Division: Nick DeMello; Business, Design & Workforce Division: Anne Nichols; Kinesiology, Athletics, and Dance: Bryan Jeong; ASLT: Diana Tedone-Goldstone; Student Services/Counseling: Nick Martin; Adjunct Representative: Richard Schulke