

# Cañada College Academic Senate Governing Council

Minutes of April 23, 2009

Building 3, Room 104, 2:00 – 4:30 pm

**ASGC members present:** Martin Partlan, David Clay, David Patterson, Monica Malamud, Doug Hirzel, David Meckler, Karen Olesen, Kathy Sammut, Ana Miladinova, Sharon Finn, Denise Erickson.

**Senate members:** Patty Dilko

**Guests:** Tom Mohr

1. **Call to order:** 2:09 p.m.
2. **Adoption of the Agenda**

Moved/seconded/approved unanimously.

3. **Approval of Minutes of March 26, 2009**

Moved/seconded/approved, with one abstention.

4. **Public Comment**

Noonan Villanueva has been with the district for 25 yrs. He'll be recognized by the district Wednesday, April 29, together with all other employees that have worked in the district for 25 yrs.

5. **Committee reports**

- 5.1. **Curriculum:**

No report. (But see agenda item 7.3. CurricuNet)

- 5.2. **Budget:**

Budget Committee and CPC had a joint meeting yesterday. President Mohr reported that the budget reduction needs to be in the order of 10%, and there may be a need for further reductions. There is one-time money that our college can use to get to the 10% level. More district services may need to be centralized in order to achieve any more savings. President Mohr has presented a list of 20+ questions to the district, including issues that he feels need to be considered. He is uncomfortable to present

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further proposals for budget reductions at our college, without any knowledge of what the district and other colleges are doing. He is currently considering holding off on the hiring of Dean of Counseling and Enrollment Services. At the district level, the main question that needs to be answered is “What is a full service college?”

Patty warned us that faculty need to be very vigilant if there is a proposal for district centralization of services; it’s important to maintain a balance between having a comprehensive college and offering centralized services.

Patty reported that the Academic Senate presidents have decided to call a special meeting of the DASGC on Monday, May 11, to discuss how the senate can contribute to realize the budget reductions that our district is facing. For the following regular meeting of DASGC, May 18 at 2 p.m. in the Board Room, the three college presidents and the Chancellor have been invited.

### **5.3. College Planning Council/IPC/SPSS:**

CPC met briefly only to talk about security of information that is posted on the web.

IPC met two weeks ago and developed guidelines for evaluating program reviews.

SSPC: Martin met with them to talk about hiring procedures.

### **5.4. AFT:**

Negotiations survey will be out soon. The whole contract is open for negotiations.

The Board of Trustees has decided to reject the decision of the Arbitrator, who had decided that the contract II faculty member should be reinstated with contract III and awarded back pay and benefits.

This underscores the importance of Binding Arbitration: we only have advisory arbitration in our district.

Large class size results were shared at the last AFT meeting. Contact Monica if you want details.

### **5.5. Professional Personnel:**

No report.

### **5.6. Finance**

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Academic Senate has about \$10K in the credit union account and almost \$0 balance in the college account.

## **6. Old Business**

### **6.1. Committee Appointments:**

President Mohr had proposed the following faculty for the Dean and Counseling and Enrollment Services screening committee: Lynn Belingheri, Byron Ramey, Lorraine Barrales and Linda Haley. At the last ASGC, we approved the motion that president Mohr reconsider the committee membership, given that his proposal included two first-year tenure-track faculty, one part-timer and the only tenured faculty was not a counselor. President Mohr has agreed to add Kathy Sammut to this committee.

Moved/seconded/approved to recommend these faculty members to committee.

### **6.2. ASGC elections update:**

There is one candidate for President (Martin Partlan) and one candidate for Vice President (David Clay). Martin designed the ballot. Faculty will have two weeks to vote, ballots are due back to Elections Chair (David Mecker) on May 6<sup>th</sup>, 2009.

Motion to accept the ballot for this year's election, seconded, approved unanimously.

### **6.3. Program Review Process and Documents:**

Handout: Rubric for Evaluating Institutional Effectiveness, from the ACCJC/WASC.

ASGC members reviewed the Instructional Program Review Policy draft. Highlights:

- Comprehensive program review every 6 yrs, annual program review, due March 31<sup>st</sup>
- Data provided annually by Office of Research
- Synchronized Program Review deadline with hiring process and equipment/facilities/supplies requests. Timeline:
  - . February: SSPC/IPC develop and publicize criteria for hiring
  - . late March: Program Reviews are completed. Hiring justifications are written.
  - . April: Program Review "show and tell"
  - . September: prioritization of hiring and equipment requests
  - . October: hiring committees formed, job announcements go out.

Motion to approve the Instructional Program Review Policy as amended, seconded, approved unanimously.

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## **7. New Business**

### **7.1. College Hiring Policies:**

Background: in the case of classified staff, when there is a separation, vacancy is filled as necessary, without following the timeline for annual hiring.

In order to have more equitable treatment of faculty hirings (as compared with classified hirings), the ASGC would like to propose the following hiring policies to the CPC:

1. All hiring shall be based on "Program Review" and is to be reflective of the college Educational Master Plan and strategic goals.
2. The Joint IPC-SSPC hiring prioritization meeting will consider proposals for new positions in the context of past hiring and current proposals.
3. That faculty positions that are vacated are to be retained as faculty positions and filled by the hiring prioritization process.

Moved to recommend the three Hiring Policies for the CPC to adopt. Seconded/approved unanimously.

### **7.2. SSPC Faculty Representation**

Karen feels that there needs to be a counseling faculty position on the SSPC.

Motion: that ASGC support the addition of counseling representation on the SSPC. Seconded, approved unanimously.

### **7.3. CurricuNet**

Sharon reported that District Curriculum Meeting is supportive of the idea of purchasing CurricuNet, as long as the funding can be secured from an outside source. Cañada Curriculum Committee advised against this purchase earlier only due to budgetary concerns, but it recognizes that adoption of CurricuNet will allow faculty to work more efficiently.

Motion to recommend that Sharon take the message to District Curriculum Meeting, that Cañada faculty want CurricuNet. Seconded/approved unanimously.

## **8. Matters of Council Interest**

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End of Year party, May 14, 3-6 pm. Motion to spend up to \$500 to sponsor End of the Year party for Cañada College. Seconded, approved unanimously.

Cañada 40<sup>th</sup> anniversary: there's going to be a reception (coffee and snacks) on May 4<sup>th</sup> for Cañada employees to mingle and pick up their 40<sup>th</sup> anniversary shirts, 9-11 a.m. and 5-7 p.m., building 8, downstairs reception area. Suggested donation: \$5 per shirt (to collect funds to order more shirts).

Emergency preparedness: Monica reported that at the last Board of Trustees meeting there was a presentation on the emergency preparedness plans, and the drills that took place at the three colleges and the district office. Based on photographs taken during the drills, Monica observed that no faculty participated in these drills. It appeared that none of the administrators and classified staff who participated in the drills as members of Cañada's Emergency Response Team work during evening hours. This is of great concern given that approximately half of Cañada's classes are held in the evening.

Meeting adjourned: 4:30 p.m.

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