

# Cañada College Academic Senate Governing Council

## Minutes of August 28, 2008

Building 3, Room 104, 2:00 – 4:00 pm

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

**Guests:** Patty Dilko, Carol Rhodes, Katie Townsend-Merino, Tom Mohr.

### 1. **Call to order:** 2:10 p.m.

Martin reviewed ASGC membership, as there were elections and new appointments since the last ASGC meeting in May.

New college researcher and all ASGC members introduced themselves.

### 2. **Adoption of the Agenda**

There is a request to move item 7.4 up before 7.1. Moved, seconded, approved unanimously.

### 3. **Adoption of rules for voting and minutes 08-09**

Reviewed minutes and voting procedures:

The minutes of the ASGC meeting become public record after the ASGC approves the minutes. The minutes reporting procedures are as follows:

- 1) Record all motions. Names of moves and seconds are optional. They will be recorded if requested.
- 2) Highlights of discussions. Not a detailed account of who said what. The minutes should reflect the ideas that were discussed.
- 3) Record procedural matters: points of order, amendments to motions, etc.
- 4) Unless a role call vote is requested by an ASGC member or a member of the public, all votes will simply tally Yes, No, and abstentions.
- 5) Draft minutes will be sent to ASGC members. Edited and approved at a subsequent meeting.
- 6) Approved minutes will be forwarded to the webmaster for posting on the college website.

Moved to adopt minutes and voting procedures, seconded, approved unanimously.

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#### **4. Approval of Minutes May 22<sup>nd</sup>, 2008**

Amendment: insert language in section 8. Moved, seconded, approved unanimously as amended.

#### **5. Public Comment**

None.

#### **6. Committee reports**

##### **6.1. Curriculum:**

The committee updated forms for Course Modification, and received training on “stand alone courses”, which do not need to be sent to the state level for approval any more.

##### **6.2. Planning and Budget:**

P&B has not met this semester yet. First meeting will be next week.

##### **6.3. College Council**

The College Council discussed street names. Fire department requested changes in the names that were selected by the college. New street names will be: Loop Road, Campus Circle, West Entrance Road, Olive Court.

The following reports/updates were presented to the College Council:

- Cañada Vista housing project, by Barbara Christiansen on.
- campus furnishings (trash cans, benches, etc), by Jennifer James.
- Gateway Project, Alex Acinas.

Linda Hayes and Martin Partlan reported on managed hiring for an Instructional Aide position. The College Council approved 40% of funding from the general fund for this position.

##### **6.4. AFT:**

Katie Schertle was elected as the new Cañada campus chair. Karen Olesen and Elizabeth Terzakis were re-elected as EC reps and Victoria Clinton as EC part-time rep. Negotiations about non-economic contract re-openers were on-going throughout the summer.

##### **6.5. Professional Personal:**

The new website is up and running, accessible from Inside Cañada. The committee revised all forms to make them more user-friendly (forms can be accessed from website), soon they will be posting examples of applications and reports, especially to help faculty who have never applied for Professional

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Development funds before. Prof. Trugman, chair of Trustees Fund Committee, will send a report to be posted on the website too.

The committee is planning symposiums for 08-09, one by Amelito Enriquez, one on plagiarism; dates are forthcoming.

## **6.6. Finance**

Treasurer Dave Patterson reported that there is approximately \$7000 in the Academic Senate account. Letters will be sent to part-time faculty inviting them to sign up for automatic payroll deduction for payment of their Academic Senate dues.

## **7. Old Business**

### **7.4. ACCJC follow-up report**

Katie-Townsend Merino gave an overview of the activities that have taken place since the college received the warning letter from ACCJC.

Educational Master Plan: Maas, the consulting firm that had been retained to work on the Educational Master Plan, actually provided what should be more accurately called a Facilities Master Plan, which only included two pages on the topic of instruction. A committee was assembled to work on the Educational Master Plan. See report for details.

Student Support Services: many changes have been made to improve staffing in Student Services. There are charts in the ACCJC report that clearly show these improvements.

SLOs: there has been considerable progress in the area of SLOs and assessments, and this is reflected in the report. Highlights: a Student Learning Outcomes Steering Committee was formed, SLOAC coordinator with 40% reassigned-time, workshops in March and August, increase in number of courses with SLOs and assessments.

District response to the ACCJC letter has been incorporated in the ACCJC Report.

Moved to endorse the ACCJC follow-up report and the process by which it was created. Seconded, approved unanimously.

President Mohr invited the Academic Senate to co-sponsor an event to recognize the work of the committees who have worked on addressing the issues in the warning letter from WASC.

### **7.1. Committee Appointments:**

VPI screening committee pool:

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- Business and Workforce Division: Dick Claire
- Counseling and Student Services: none
- Science and Technology: none
- Humanities and Social Sciences: Alicia Aguirre, Jenny Castello, David Meckler, Monica Malamud, Frank Young.

Moved to present this pool to President Mohr, seconded, approved unanimously.

Safety Committee: Nancy Wolford. Moved, seconded, approved unanimously.

Curriculum Committee: Anniqua Rana and Jenny Castello as Humanities and Social Sciences rep. Moved, seconded, approved unanimously.

### **7.2. Honors Program**

A grant from the district will cover 50% of the cost for the first three years; external funding for the balance of the first three years will be sought through the District Foundation. Eventually, as the Honors Program generates increasing enrollments, funding would have to be incorporated into the budget of the college. There is funding for two dedicated sections for Spring 09. Patty would like to constitute a standing advisory committee. Moved to recognize the Honors Advisory Committee, seconded, approved unanimously.

### **7.3. Educational Master Plan (EMP)**

The Educational Master Plan document that Maas, the consulting firm retained to assist us with it, submitted in August was not well-received. Subsequently, the Educational master Plan Steering Committee, with Jing Luan's assistance, engaged in extensive re-writing. ASGC members are urged to review this 160-page document within the following week, and send any comments to Martin, so they can be considered before the College Council meeting of September 4, when the College Council will be requested to endorse it.

### **7.5. SLOAC**

Carol Rhodes, SLOAC coordinator, received very positive feedback on the workshop and the SLOAC process in general.

Carol distributed the recommendations of the SLOAC committee. The SLOAC Advisory Committee will frame the issues that need further attention and present them with a timeline.

## **8. New business**

### **8.1. Goals of the ASGC for 08-09**

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Martin presented a list of possible ASGC goals for this academic year (1-9). Patty suggested two additions (10-11). ASGC goals for 08-09:

- a. Institutionalize SLOAC
- b. EMP
- c. District Strategic Plan
- d. Revise program review process
- e. Faculty hiring and prioritization processes reviewed
- f. Faculty Committee formation and selection processes
- g. College decision-making process
- h. Faculty handbook
- i. Update webpage
- j. Digital course management
- k. Compressed calendar

## **8.2. Review of Shared Governance / 8.3. Review of College Decision Making Process**

The following charts were distributed:

- Cañada College Shared Governance Organizational Chart,
- Cañada College Planning Structure Implementation Entity Chart
- a chart that shows how the Educational Master Plan relates to other planning processes.

ASGC members were asked to review these charts.

## **9. Matters of Council Interest**

David Clay has been appointed to the Equity and Diversity Action Committee of the State Academic Senate.

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