

AMENDED CAÑADA COLLEGE COUNCIL MINUTES
October 21, 2004, 1:30–3:30 P.M. in Building 22, Room 114

Members Present: Kim Autrey, Kate Brown, Margie Carrington, Daniela Castillo, Linda Choi, Dianne Eyer, Kuni Hay, Linda Hayes, Brian Horwitz, Ray Lapuz, Lesli Sachs, Bart Scott, Javier Urena, Blanca Ventura, Terry Watson,

Ex Officio: President Rosa Perez, Academic Senate President Dick Claire

Members Absent: Michael Blackey, Rashad Hasan, Isabel Morelos

Guests: Kathy Blackwood, Regina Blok, Jim Butterfield, Patty Dilko, Bob Domenici, Robert Hood, Jai Kumar, Phyllis Lucas-Woods, Marilyn McBride, Rick Sapanaro, Maggie Souza, Susan Traynor

Meeting Called to Order: 1:30 P.M. by Chair Dianne Eyer

CONTENT	PROCESS	WHO
1) APPROVAL OF THE MINUTES 10/7/04 Meeting	Motion made to approve amended minutes Seconded	Margie Carrington Terry Watson
2) BUSINESS I. Program Review Implementation	<p>A presentation was given on Program Review revised 2004 document giving the past history of Program Review on our campus, the purpose Program View serves, and how this process is now overseen by our Academic Senate. In overseeing Program Review, the Academic Senate has reviewed the process making it easier, shorter, useful, and more relevant for our College/Division plan. In reviewing our process, the Program Review processes at Skyline and CSM were looked at.</p> <p>The revised 2004 Program Review document for Cañada is available on the Academic Senate website for Cañada College. Items reviewed with College Council were:</p> <ul style="list-style-type: none"> • Program Review Cycle • Suggested Timelines for the Bi-Annual State of the Department Process and the six year comprehensive Program Review process • Comprehensive Program Review Self Study Timeline • Responsibilities of the Committees involved in Program Review (Department Faculty, Program Review Committee, Curriculum Committee, Division Deans, Vice President of Instruction, Budget & Planning Committee, College President • Bi-Annual State of the Department Data Collection Document • Comprehensive Program Review Checklist • Comprehensive Program Review Self-Study Document • Evaluation of the Comprehensive Program Review Process • Program Review Institutional Response Sheet • Mission & goals of the SMCCD • Frequently Asked Questions • Definition of Terms 	Academic Senate VP Patty Dilko

<p>II. Presentation on Institutional Management of Grants</p>	<p>CFO Kathy Blackwood made an oral presentation along with handouts on the procedures for Grants and Contracts including what is entailed in applying for a grant/grant approval/timelines/deadlines/year-end spending & reports/carry forwards/year end records/training. Ms. Blackwood went reviewed in depth each of the following items:</p> <ul style="list-style-type: none"> • Grants & Contracts • How grants are obtained • How do you get a grant • Internal Approval Process • External Approval Process • Grant Director Responsibilities • What goes in a grant budget • Where do I get the numbers • Match • Indirect Costs • Once the grant is approved • Typical Timelines State Chancellor’s Office Grants • Typical Timelines Economic Development Grants • Typical Timelines Federal Grants • District Grant Deadlines • Year End Spending and Reports • Year End Carry Forwards • Year End Records • Training 	<p>SMCCCD Chief Financial Officer Kathy Blackwood & Financial Analyst Jim Butterfield</p>
<p>III. Budget & Planning Recommendation on Full-time Faculty Hiring for 05/06</p>	<p>At their last meeting the committee reviewed Division recommendations for full-time faculty hiring. These recommendations were based on budget data/what can we afford, planning document/what direction is our institution going, college mission statement, critical need/core discipline without a full-time faculty member.</p> <p>The following Division recommendations were made for full-time faculty positions:</p> <ul style="list-style-type: none"> • Science & Technology Division: 1 Biology Instructor, 1 Rad Tech Instructor, 1 Chemistry Instructor, 1 Math Instructor • Student Services: Counseling Division – 2 Counselors • Humanities: 1 Sociology, 1 English, 1 History, 1 Music, 1 Psychology • Business: 1 Early Childhood Education in event of faculty retirement <p>It was recommended to the College Council that the following full time faculty positions be filled:</p>	<p>Dick Claire, Budget & Planning Chair</p>

	<ul style="list-style-type: none"> • 1 Biology Instructor • 1Rad Tech Instructor • 1 Counseling Instructor • 1 Music Instructor • 1 Sociology Instructor <p>A recommendation was made and seconded to move forward with these positions.</p>	Kathryn Brown Brian Horwitz
3 SENATE UPDATES Academic Senate ASCC Classified	<p>Academic Senate met yesterday.</p> <ul style="list-style-type: none"> • Academic Senate will be having a Retreat on 11/3 from 1 to 4 P.M. – facilitator will be on hand to go over Strategic Planning recommendations • Lezlee Ware will be attending Academic Senate Plenary meeting to vote yes on the State Senates resolution make English 100/Freshman Comp. the minimum requirement for all community college AS/AA degrees. <p>No Report</p> <p>Meet next Wednesday.</p> <ul style="list-style-type: none"> • Holiday Basket raffle – tickets will go on sale 11/15 	Dick Claire, Academic Senate President Terry Watson
4) DIVISION UPDATES Business Humanities Science & Technology Student Services	<ul style="list-style-type: none"> • Fashion Design Sale is October 23 from 10 A.M. to 5 P.M. <p>Discussed at their last Division meeting:</p> <ul style="list-style-type: none"> • Program Review • Hiring – voiced concerns • Title V speakers suggested <ul style="list-style-type: none"> • Discussed English 100/Math 120 for minimum requirement for AS/AA degree – seeking advice from the Math Department. • Hosting Halloween party on 10/29 in 17-107 from 11:30 A.M. to 1:30 P.M. <ul style="list-style-type: none"> • Meeting next week • Melissa Raby, new Dean for Counseling and Enrollment Services • Nurse Lesli Sachs obtained 21 flu shots from a doctor which have been given to high risk individuals • Blood Drive on 11/16 & 17 – contact Lesli Sachs if you will be giving blood. 	Daniela Castillo Linda Choi Ray Lapuz Lesli Sachs
5) MATTERS OF PUBLIC INTEREST	<ul style="list-style-type: none"> • Mentioned in Division Reports • Upcoming College Council meeting dates for this semester were reviewed as follows: 11/4, 	

	1118, 12/2, 12/16	
ADJOURNED AT 3:22		Chair Dianne Eyer