Cañada College Academic Senate Governing Council

Meeting Minutes for Thursday, October 10, 2013
Room: CIETL (9-154)
2:10 to 4:10 p.m.

Academic Senate Governing Council Members in Attendance: Doug Hirzel, Anne Nicholls, Sandra Mendez, Denise Erickson, David Meckler, Ana Miladinova, Lorraine Barrales-Ramirez, Leonor Cabrera

Academic Senate Members in Attendance: Hyla Lacefield, Jeanne Gross, Heather Ott

Guests in Attendance: Claire Sharif, President Buckley

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1. Call to Order: 2:14PM

2. Introductions: Welcome Claire Sharif ASCC student representative.

3. Adoption of Agenda: Moved/seconded/approved unanimously.

4. Approval of Minutes 9/26/13: Moved/seconded/approved unanimously.

5. Public Comment:

- The Accreditation Team will be on campus Tuesday, Wednesday and Thursday (October 22-24) to interview individuals, gather additional evidence and attend meetings. The "Meet and Greet" will be held on Tuesday, October 22 at 8:30am. It will be in the Building 8 reception area. There are also two public forums: one at 5:00pm on Tuesday, October 22, in CIETL and another at 12:30pm on Wednesday, October 23, also in CIETL.

6. Committee Reports

6.1 District committees – The planning participatory governance committee reviewed the regulations and approved them.

6.2 Curriculum – Discussed committee goals, revised the curriculum handbook and bylaws. The next meeting will be held on Friday, October 11, 2013 9:30 a.m. – 11:30 a.m., Building 2, Room 10 during which additional courses and AS-Ts will be reviewed.

6.3 Prof. Personnel – Final budget has not been available. Please note that Professional Development is an individual request. Please make sure you complete your individual PD application as complete as possible. Directions are located on the professional development site.

6.4 Distance Education – The district is upgrading from our current Moodle 1.9 version to WebAccess 2 (Moodle 2.4). To ensure a smooth transition, Jane Rice will put together a comprehensive set of trainings with many scheduling options for your convenience. Stay tuned for dates which be sent via district email.

Academic Senate Governing Council – 2013-2014

President: Doug Hirzel (x3284 / hirzel@smccd.edu), Vice President: Anne Nicholls (x3293/ nicholls@smccd.edu). Secretary: Sandra Mendez (x3564/ mendezs@smccd.edu), Treasurer: Leonor Cabrera (x3158/ cabreral@smccd.edu), Curriculum Chair: Alicia Aguirre (x3222 / aguirre@smccd.edu), Professional Personnel Chair: Denise Erickson: (x3352/ ericksond@smccd.edu), Humanities and Social Sciences Division Representative: David Meckler (x3439 / mecklerd@smccd.edu), Science and Technology Division Representative: vacant, Business, Workforce Development and Athletics Division Representative: Ana Miladinova (x3147 / miladinovaa@smccd.edu), Counseling and Enrollment Services Representative: Lorraine Barrales-Ramirez (x3462/ ramirezl@smccd.edu)

6.5 Basic Skills–
- Nadya Sigona is replacing Michelle Mendoza as the basic skills counselor.
- The basic skills report has been sent to the chancellor's office.
- October 15 at 3:00 is the next basic skills committee meeting.
- October 29 day and evening is the Transfer Discipline Parade in the theater. All students are welcome, especially basic skills and ESL. Faculty are requested to present their programs. Email Anniqua rana@smccd.edu if they are interested in presenting.

6.6 ASGC Treasury – $13,579.98.

6.7 Division Reports – Discussed ILOs and new VP position.

7.1: Committee Appointments:

Grievance and Conduct Board - Jenny Fichmann and Denise Erickson have been appointed. Motion to: approve committee nominees to Grievance and Conduct Board. Moved/seconded/approved unanimously.

Honors Transfer Program Advisory Committee - Alicia Aguirre, Cathy Lipe, Dave Meckler, Jeanette Medina, Jessica Kaven, Lezlee Ware, Lisa Palmer, Candice Nance, Paul Roscelli, Anniqua Rana, Ray Lapuz, Carol Rhodes, Sandra Mendez, Sarah Harmon, Soraya Sohrabi Motion to: approve this roster of the Honors Advisory Committee. Moved/seconded/approved unanimously.

7.2 Reps to Fall Plenary – Nov. 7-9 Irvine, CA

Doug Hirzel will be attending; This Fall Session's theme is "Engineering Success: Gearing up for the Future." Motion to: send Doug Hirzel as a representative to the Fall 2013 Plenary. Moved/seconded/approved unanimously.

7.3 Nominations for Hayward Award & Exemplary Program Awards

Hayward Award for Excellence in Education
The award "honors outstanding community college faculty who have a track record of excellence both in teaching and in professional activities and have demonstrated commitment to their students, profession, and college." All faculty, instructional and non-instructional, are eligible. This year our Area is permitted only to nominate full-time faculty members; next year we will be nominating only part-time faculty. To learn more about the award and the criteria by which nominees will be evaluated visit http://asccc.org/events/2014/03/hayward-award

Exceptional Program Award
This year the Exceptional Program Award will focus on Assessment for Placement: Effective Practices, Alternatives, and Improving Outcomes. "The Senate selected this theme to highlight the important work that all colleges must do to prepare and promote student performance on assessment for placement exams or to implement validated alternatives to exams for placement." To learn more about the award and the criteria by which nominees will be evaluated visit http://asccc.org/events/2014/01/exemplary-program-award

Please send nominations, along with a brief justification, for either of these awards to your division's ASGC representative. The ASGC will vote on the nominations at our next meeting on Oct. 23, 3:30-4:30 in CIETL.

7.4 EEO Training

Background: Faculty/staff members who are selected to serve on a hiring committee are given an orientation by Debbie Carrington, Human Resources Manager. During this orientation members are given a copy of the Selection Committee Manual, review procedures, and get questions answered about the hiring process.

ASGC reviewed the current EEO training process. Discussion was held and key points are listed below.

- How does this training look like? Training is great so far. Members are given an opportunity to review procedures and discuss next steps in the hiring cycle.
- Is the current process effective? Yes, having someone from HR present throughout the entire process makes the committees run smoothly.
- Do we need additional EEO training? General consensus is that the current training process is sufficed. However, it would be great if someone from HR was always (not always the case) available during the <u>entire</u> interview process to ensure a fair process for all candidates.

7.5 ePortfolio template for Programs/Majors

ASGC reviewed and discussed and discussed the changes and recommendations below. Proposed revisions from last ASGC meeting were taken to Divisions and other governance groups for review; final adoption will occur at PBC.

Creativity – (1) ==Demonstrate creativity or appreciation for creative expression.== OR (2) produce, combine, or synthesize ideas in original ways within or across disciplines. ASGC favors #1.—*What does it mean to be original?*

Critical thinking – "Select, evaluate, and use information to engage in critical ==~~and creative~~== problem solving, investigate a point of view, and support a conclusion. ~~or engage in creative expression.~~

Communication – "Use language to effectively convey an idea or set of facts, including the ability to ==ethically== use source material and evidence according to institutional and discipline standards."—*Should the word "language" be removed? How are you using language? Suggestion was made to remove the need to have students document based on discipline standards.*

Computational Thinking – "Represent complex data in various mathematical forms (e.g., equations, graphs, diagrams, tables, and words) and analyze these data to make judgments and draw appropriate conclusions." – *Some governance groups preferred to have this ILO labled "Quantitative reasoning" however, after much discussion ASGC agreed that having the 5 ILOs begin with a "C" (i.e. 5 C's) would make the ILOs easier to reference.*

Next steps include reviewing the recommendations at PBC. The ILOs need to be finalized so the ILO template can be used by students.

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7.6 Improving Program Review

ASGC reviewed the draft of the "Improving Program Review 2013." The purpose of this draft is to begin the conversation. Every aspect of this proposal is open for debate, revision and correction which will continue in IPC, SSPC, etc.

The following questions should guide the design of the annual plan
- Is the required information useful and meaningful to faculty?
- Is the required information needed for planning and/or resource allocation?
- Is the element required for accreditation?
- Who will use the information and what will be done with it?
- Is the information already available somewhere else?
- Is the required information likely to change each year?

8.1 AFT – No report.

8.2 CIETL – No report.

8.3 PBC - No report.

8.4 SSPC – Discussed Hiring Process Timeline and possible positions to move forward (Fall or Spring). Noted that moving positions forward for Fall would be difficult for some student services programs due to unknown funding at this time (i.e. EOPS, DRC).

8.5 IPC – No report.

8.6 CSE – No report.

9. Adjourn: 4:15PM

Next meeting: October 24, 2013