

## **Cañada College Academic Senate Governing Council**

**Meeting Minutes for Thursday, November 14, 2013**

**Room: CIETL (9-154)**

**2:10 to 4:00 p.m.**

**Academic Senate Governing Council Members in Attendance:** Doug Hirzel, Anne Nicholls, Sandra Mendez, Denise Erickson, Alicia Aguirre, Leonor Cabrera

**Academic Senate Members in Attendance:** Heather Ott, Anniqua Rana

**Guests in Attendance:** VPI Anderson, Dean Chialin Hsieh, Dean Stringer, Dean Lopez, President Buckley, Claire Shariff

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**1. Call to Order:** 2:15PM

**2. Introductions:** None.

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

**4. Approval of Minutes 10/23/13:** Moved/seconded/approved unanimously.

**5. Questions/comments on non-agenda items:**

VPI Anderson wanted to thank faculty for the quick follow up on curriculum course updates.

**6.1 Curriculum** – Reviewed courses and discussed Course Outline of Record Policy. The plan is to address the recommendation from the accreditation team and implement a policy for courses to be updated in a timely manner. “Faculty will have 1 calendar year to update all courses that will remain active. For example, in January 2014 a list of courses will be generated that must be updated for inclusion in the Fall 2015-Spring 2016 catalog. The Curriculum Handbook Revision Subcommittee and the Bylaws Revision Subcommittee will be created to support these efforts.

**6.2 Prof. Personnel** – No report.

**6.3 Distance Education** – The Distance Education Advisory Committee would like to implement a procedure to ensure that faculty teaching online are informed of expectations and regulations that are unique to the online environment. A proposed “DE faculty checklist” was presented. ASGC members are encouraged to share with colleagues and report back at our next meeting.

**6.4 Basic Skills – Transfer Discipline Parade.**

Nov 1<sup>st</sup> hosted the ALLIES event – 25 institutions and organizations attended

Next meeting will be held on **November 19, 2013 from 3:00-4:30pm in CIETL**. Key discussion topic: the creation of a Language Arts Lab to support Basic Skills and ESL students (similar to STEM center).

**6.5 ASGC Treasury** – \$13569.98

**Academic Senate Governing Council – 2013-2014**

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## **6.6 Division Reports – No report.**

**7.1: Fall Plenary of ASCCC Report** – Hirzel attended the Plenary in Irvine along with colleagues from our sister colleges. He attended workshops on curriculum, senate-union relationships, student success, AB 86 and others. The ASCCC debated and voted on resolutions, several of which relate to accreditation. The resolutions can be found at <http://www.asccc.org/resources/resolutions>

## **7.2 Appointment to PBC: Paul Naas, Workforce Rep**

Motion to: approve Paul Naas as the Workforce Rep. Moved/seconded/approved unanimously.

## **7.3 Curriculum Committee Chair Transition Plan**

Dani Behonick will take over Curriculum Chair starting Fall 2014. Dani will receive support/mentoring/training from the current Chair (Alicia Aguirre) until Alicia's term ends in May, 2013. Dani will be getting release time (.2 FTE) during Spring 2014 to facilitate this transition and training. Motion to: approve this transition plan. Moved/seconded/approved unanimously.

<http://www.canadacollege.edu/academicsenate/1314/Transition%20Plan.pdf>

## **7.4 Adoption of Revised ILOs**

Revised ILOs were reviewed by ASGC.

[http://www.canadacollege.edu/academicsenate/1314/ILOs\\_revised\\_110613.pdf](http://www.canadacollege.edu/academicsenate/1314/ILOs_revised_110613.pdf)

Motion to: approve these revised ILOs. Moved/seconded/approved unanimously.

## **7.5 Review of Faculty Selection Procedures**

ASGC reviewed the revisions to the Faculty Selection Procedure handbook.

<http://www.canadacollege.edu/academicsenate/1314/Faculty%20Selection%20Procedures%20Draft%207-16-13LAS.pdf>

Key discussions points surrounded around general principles and adjunct faculty selection procedures.

## **7.6 Improving Program Review**

Improving Program Review – Examining Data.

[http://www.canadacollege.edu/academicsenate/1314/PR\\_Data%20Packets.pdf](http://www.canadacollege.edu/academicsenate/1314/PR_Data%20Packets.pdf)

Some comments and discussion points are listed below:

1. Fill rate is important...how many students intended to enroll yet life got in the way.
4. Grade distribution data? Will this be useful? What do we use the data for?
5. Program (discipline) success and retention. EOPS can be included.
6. Prior to lesson planning it is important to have this information.

## **7.7 Resource Allocation Model: Faculty factors**

This agenda item was postponed to a future meeting.

## **8.1 AFT – No report**

## **8.2 CIETL- No report**

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**8.3 PBC – No report**

**8.4 SSPC – No report**

**8.5 IPC – No report**

**8.6 CSE – No report**

**9. Adjourn: 4:00PM**

**Next meeting:** December 12, 2013

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