

## Cañada College Academic Senate

<http://canadacollege.edu/academicsenate>

### Minutes 10/26/17

2:10pm – 4:00pm

Room 3-142

*Members in attendance: Katie Schertle, Lisa Palmer, Diana Tedone, Denise Erickson, Sarah Aranyakul, Lale Yurtseven, R (student rep), Monica Malamud, Marie Varelas, Daryan Chan*

*Guests: President Moore, Annie Nicholls, David Reed*

| No.   | Item/Topic  | Presenter | Time        | Action      |
|---|---|-----------|-------------|-------------|
| 1   | Call to Order   |           | <b>2:12</b> | Procedure   |
| 2   | Introductions   |           | 1           | Information |
| 3   | Adoption of Agenda<br>Move to include action item to 7.2, vote on Exemplary Award application.<br>Move to include replacement of Lisa Palmer as action item to 7.4  |           | 1           | Unanimous   |
| 4   | Adoption of Consent Agenda  |           | 1           | Action      |
| <b>Consent Agenda</b><br><i>All items on the consent agenda may, by unanimous vote of the Academic Senate members present, be approved by one motion after allowing for Senate member questions about a particular item. Prior to a motion for approval of the consent agenda, any Senate member, interested student, citizen or member of the staff may request that an item be removed from Consent to be discussed in the order listed, after approval of remaining items on the consent agenda.</i> |   |           |             |             |
| 4.1   | Approval of Minutes: 10/12/17<br>Lale Yurtseven's name needs to be added<br>From now on, we will approve minute before sending or posting them.   |           |             |             |
| 4.2   | Approval of Guest Speaker Honorarium for Dr. Dennis Grahn, Senior Research fellow at Stanford University to speak to Carol Rhodes' BIOL 260 and BIOL 230 students as well as general campus community. -\$100<br>Approved, unanimous  |           |             |             |
| <b>Public Comment</b>   |   |           |             |             |
| 5   | Tracy Huang:<br>Tomorrow at 1:15 is the campus-wide accreditation kick-off<br>There will be a makeup on November 13 <sup>th</sup><br>It will be recorded for absent folks to view.<br>There will be a construction forum from 12-1 pm tomorrow; lunch will be served.   | Public    | 5           | Information |
| <b>Regular Reports</b>  |   |           |             |             |
| 6.1   | President's report:<br><ul style="list-style-type: none"> <li>- Get time keeper</li> <li>- Update on part-time PBC representative, confirming that we have someone (Diana is finding out)</li> <li>- Updated full-time faculty headcount now available on the website</li> <li>- Upcoming meeting dates on website</li> <li>- Need someone to attend District Committee on Budget and Finance meeting Tuesday, Nov. 21<sup>st</sup>, 2pm</li> </ul> | Tedone    | 2:23-       | Information |
| 6.2   | Treasurer's report<br>We have \$6,827   | Aranyakul | 5           | Information |

|                        |  |                |             |                    |
|------------------------|--|----------------|-------------|--------------------|
| 6.3                    | Curriculum Committee<br>241 courses need to be reviewed.<br>34 have been completed; 66 are in the queue for the next 2 meetings<br>141 courses are unsubmitted as of yet<br>But Katie is encouraged; many courses have been submitted recently.  | Nance/Schertle | 5           | Information        |
| 6.4                    | Professional Development<br>No report  | Erickson       | 5           | Information        |
| <b>Senate Business</b> |  |                |             |                    |
| 7.1                    | Proposal to change instructional program review question 9(A)<br>“all active courses shall be assessed at regular intervals, and that all departments shall arrange all active courses on a three-year assessment cycle”   | Schertle       | 2:27-2:31   | Approved Unanimous |
| 7.2                    | Exemplary Award Application  | Tedone         | 2:58-2:59   | Approved Unanimous |
| 7.3                    | Faculty Representative for Study Abroad Advisory Committee<br>8 candidates, Monica Malamud voted as representative.  | Tedone         | 2:34-2:44   | Approved Unanimous |
| 7.4                    | Fair Use and Copyright (see attachment)<br>Fair Use: “the right to use copyrighted material without permission or payment under some circumstances”<br>-purpose<br>-amount<br>-nature<br>-effect<br>-legally acquired copy<br>Teach Act: allows copyrighted works in distance ed (see attachment)<br>We have access to some great resources: Films on Demand, Hoopla (SM public library); Swank (CSM)<br>It’s up to the individual to determine liability. | Tedone         | 2:45 – 2:58 | Tedone             |
| 7.5                    | Replace Lisa Palmer as Secretary for spring 2018<br>Monica Malamud volunteered<br>HSS will need to choose a one-semester replacement for Monica  |                | 3:01-3:02   | Approved Unanimous |
| 7.6                    | Revising Plagiarism Policy<br>According to Title V, instructors can fail a student for the assignment but not for the course.<br>Take off 2.d. “Fail the student in the course” on page 6 of Academic Integrity Policy<br>- Who does this? VPSS Office?<br>- Diana will find out.  | Tedone         | 5           | Approved Unanimous |
| 7.7                    | Prohibiting non-tenured faculty from being on administrative hiring committees<br>Katie, Lisa, Lale, Monica: having tenured faculty on hiring committees is best   | Tedone         | 3:05-3:13   | Discussion         |

|  |  |        |           |                    |
|--|--|--------|-----------|--------------------|
|  | Annie: in her experience, non-tenured faculty isn't intimidated<br>Erickson: perhaps there could be exceptions (interim hires, lack of tenured faculty in a department or division)  |        |           |                    |
| 7.8  | Review and Update Senate Bylaws Pt. 1.1 (ARTICLE VI: Senate Committees and Their Duties)<br>Define duties of Executive Committee more? Article VI.<br>Lale: Flexibility is important<br>Monica: We should define how the members are selected: "selected by the academic senate"<br>Monica: Add winter break in addition to summer. Define when the members are selected.  | Tedone | 3:10-3:20 | Approved Unanimous |
| 7.9  | CCCE New Courses<br>Community, Continuing and Corporate Education<br>Denise: May we request that acronyms be defined?<br>Denise: Let's send out the list to all faculty to ensure that they courses don't cannibalize what we already offer.<br>Katie will talk about it at curriculum.<br>Diana will send it to all faculty.<br>Reps should bring it up at division meetings.<br>President Moore: When CCCE courses are brought to the board, they have to show that they don't overlap with what we already offer. | Tedone | 3:21-     | Discussion         |
| <b>Other Reports, Meetings and Deadlines</b> |  |        |           |                    |
| 8.1  | Upcoming Governance Meetings: curriculum committee meeting tomorrow.   |        |           |                    |
| 8.2  | Upcoming Events: AFT is using faculty recommendation for spring break and flex day.<br>Business will have a sale on Monday, October 30, from 9:30 to 2:00 pm in front of the library.<br>ASCC has a Halloween event on Tuesday.<br>Sat. Nov. 4—Library is partnering with Redwood City for a children's story hour.<br>Tuesday, November 7 from 12-2 pm: Chocolate Caliente and pastries by the library door   |        |           |                    |
| 9  | Adjourn  | Tedone | 3:34      | Unanimous          |
|  | Next Meeting   |        |           | October 26, 2017   |

*In accordance with the Ralph M. Brown Act and SB 751, minutes of the Cañada College Academic Senate will record the votes of all members as follows: (1) Members recorded as absent are presumed not to have voted; (2) the names of members voting in the minority or abstaining are recorded; (3) all other members are presumed to have voted in the majority.*

**Academic Senate for the 2017 – 2018 academic year:**

President: Hyla Lacefield; Vice President: Diana Tedone-Goldstone; Secretary: Lisa Palmer; Treasurer: Sarah Aranyakul;  
Curriculum Committee: Candice Nance/Katie Schertle; Professional Development: Denise Erickson; Humanities and Social Sciences Division: Monica Malamud; Science and Technology Division: vacant; Business, Design & Workforce Division: Lale Yurtseven; Athletics, Library and Learning Resources: Marie Varelas; Student Services: Daryan Chan