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| **Cañada College Academic Senate**  <http://canadacollege.edu/academicsenate>  2:10pm – 4:00pm  **Room 2-10** | | | | |
| **Minutes 10/11/18** | | | | |
| *Members Attending: Po Tong, Sarah Aranyakul, Hyla Lacefield, Diana Tedone, Candice Nance, Doniella Maher, Chris Rico (sub for Daryan Chan)*  *Guests: Jamillah Moore, Leigh Anne Shaw, Mary Chries Concha Thia, Janette Linares, Chris Rico, Leonor Cabrera, Guidance Gunundu, Tammy Robinson, Ché Meneses, David Reed, Lorraine Barrales-Ramirez, Dave Meckler*  *Meetings of the Academic Senate are open to all members of the public. Materials are posted on the meeting page of the Senate website.* | | | | |
| No. | Item/Topic | Presenter | Time | Action |
| 1 | Call to Order- 2:13 | Lacefield |  | Procedure |
| 2 | Introductions | Lacefield | 1 | Information |
| 3 | Adoption of Agenda  Switch 8.2 and 8.4 | Lacefield | 1 | Action  Diana- moved to accept with changes.  Candice- second  Approved |
| 4 | Adoption of Consent Agenda   * Still need more faculty to serve on Instructional Assessment and Online Instruction Coordinator committees, but can approve after the fact. | Lacefield | 1 | Action  Candice- moved to accept  Diana- second |
| **Consent Agenda**  *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.* | | | | |
| 5.1 | Minutes 9/27/2018 | | | |
| 5.2 | Screening Committees for Faculty Coordinators  **ACES Coordinator** (2019-20 through 2020-21)  Valeria Estrada  Doniella Maher  Alison Field  **Instructional Assessment Coordinator** (2019-20 through 2020-21)  Che Meneses  **Online Instruction Coordinator** (2019-20)  Che Meneses  Candice Nance | | | |
| **Public Comment** | | | | |
| 6 | Questions/comments on non-agenda items  Candice: Uber driver safety issue in previous meeting. Spoken to two staff members around safety issues and there is general concern about safety. On a Sunday two fire trucks and there is a rumor about electrocution but there is no information. Take out idenity information, but share safety information with campus that could affect us.  Doneilla- Looking for AFT member to be appointed to that committee but weren’t able to find anyone. Elsa is only faculty member on that committee, if faculty is interested we should try to find people to be on that committee.  Concern about lack of public agenda and announcements.  Hyla: Relates to bigger question about committees and what gets discussed in them. There are a lot of things discussed behind closed doors and feels like going through motions without paying attention. FitMat recommendations were that we look at how our governance committees are doing what they are charged to do: make recommendations in public. Make sure that this is public discussions about important decisions. Problem when decisions made behind closed doors.  One option: send list to Hyla to discuss public safety concerns or concerns about governance when she meets with President. Bullet point list in your email is preferred. | Public | 5 | Information |
| **Regular Reports** | | | | |
| 7.1 | President’s report:  Discussion about issues about teaching space/facility (for example, is your room’s equipment reliable? Is your room a comfortable temperature?) --Looking for volunteers; need to audit our classrooms for any pressing issues. This is an issue being considered at the District Level.  Tri-chair structure was approved by PBC.  There is now a Strong Workforce website where the information is available. Currently Hyla is serving as the CTE Liaison until the position can be posted and applied for. (Hyla is not receiving any release time for serving for this position but is filling it to ensure that Academic Senate/faculty input is present until the official can be properly filled). One option for funding the CTE Liaison is to use Strong Workforce funds (this is how CSM funds it). But the funding method has not been settled. | Lacefield | 5 | Information |
| 7.2 | Treasurer’s report  Amount of funds spent … [TK XXX]  Current funds: 6,000-ish funds  Faculty contributions?  Future goal: have funds to provide release time for a part-time faculty member to serve in Academic Senate.  Doniella: uncertain where the current funding for Academic Senate release time comes from.  CSM does apparently have a part-time faculty member with release time on Academic Senate. But uncertain how CSM funds that position. | Aranyakul | 5 | Information |
| 7.3 | Curriculum Committee  Have State Academic Senate representative present on AB 705. Math and English programs inquiring about issues. Meeting is in Bldg 2-10, tomorrow morning (October 12th). | Nance/Schertle | 5 | Information |
| 7.4 | Professional Development  $35,194.48 in funds to spend this year. It is $10,000 than previously expected. It is not enough to fund a full sabbatical. But it is enough to strategically support some faculty professional development (that cannot be funded by other sources).  Leigh Anne Shaw’s pie chart. Five types of professional development: 1) funding improved teaching, 2) funding to stay current in one’s discipline, 3) funding to fulfill participatory government requirements (examples: plenary session and curriculum institute), 4) state compliance work, and 5) personal growth. This discussion is meant to highlight how different professional development is and the difficulty of judging the importance of different requests.  Denise: trying to make applicants aware of all other potential sources of funding, beginning with what the Deans of Division might have access to.  New report has been developed for reporting the Professional Development interests. | Erickson | 5 | Information |
| 7.5 | ACES  Discussion about what support is needed in light of acceleration. | Taveau | 5 | Information |
| **Senate Business** | | | | |
| 8.1 | Hold Academic Senate meeting Nov. 29th due to Thanksgiving Holiday.  Change Dec. 13th (during finals week) meeting date to Dec. 6th  -Due to missed meeting in November, Diana is proposing to meet in the fourth Thursday of the month.  -Due to final meeting being during finals week, Diana proposing to move this meeting to the last week of classes. | Tedone | 5 | Action,  Denise motions to approve, Hyla seconded,  Unanimous vote in favor |
| 8.2 | Hiring managers on first round of committees   * Hiring manager not on paper screening or first interview * Another administrator is on paper screening and first interview * Hiring manager is on final interview committee * Hiring manager: person who will make the final decision on process and oversees the entire process * General concern: if the hiring manager is on the screening committee, then they might have an undue influence on the entire process. Once the hiring manager is on the committee, then the other members won’t vote against whomever the hiring manager supports. * Proposal: to have a standard/uniform procedure that governs the process. * Currently there are two meetings: 1) determine list of questions for in-person meeting and 2) the paper screening process. * President Moore: should consider how your proposal fits with the HR regulations. The proposal might require modifying the HR regulations. * President Moore giving the example of the VPI hiring process from last Spring (Spring 2018). HR regulations do permit hiring manager to be on the first round of the committee, so Moore did serve on the first round of screening process. Moore also invited Hyla Lacefield to serve on the final portion of committee (the campus visits) monitor the committee to ensure that the process was legitimate. * Proposal: It is the Academic Senate’s strong preference that the Hiring Manager for full-time permanent employees to join hiring committee only for the second and subsequent rounds of the process. That is, the hiring manager would not participate in the paper screening or first round interview. * Proposal 2: it would be good to clarify who the Hiring Manager for different types of positions. * Is not on the first round of paper screening and first interview of full-time permanent positions, if possible. (That is, if there are senior administrators available to do it, unlike in Spring 2018 when there were only Interim administrators available.) | Lacefield | 10 | Action,  Denise moves to approve, Dave Eck seconds, Unanimous vote in favor |
| 8.3 | Tenure track process for counselors:  -Counselors who have served at least 1 year on a non-tenure counseling position allowed by the district to be on the 2nd year of the tenure track process (skip year one).  -Title V states that a faculty who works full-time and then becomes tenure-track, then the individual gets the service credit for those full-time years of service.  -The discussion is not about punitive concern. Instead, the discussion is meant to address whether it is fair for different counselors to go through different processes to gain tenure.  -Two distinct issue: 1) different review process for non-tenure hires and 2) different hiring process for non-tenure position.  -Hyla: is it possible to assess non-tenure track counselors and faculty using tenure-track criteria to ensure the process is fair if the person does become tenure-track?  -Leigh Anne Shaw: tenure process meant to improve person’s ability. Another reason why there would be benefit, even if the individual did not end up tenure-track.  -Question: what about people who had tenure at a different district? --General discussion: it would be good to follow-up about how the district handles these situations.  -Idea for future meeting: make the review process uniform for tenure track and non-tenure track positions. This would address the first issue. Skyline College follows this process already.  -Future consideration: should we also try to make the hiring process as uniform as possible for tenure track and non-tenure track full-time positions. | Tedone | 10 | Discussion |
| 8.4 | Professional Learning Plan 2018-2020:   * Discussion and approval * Less ambitious plan due to end of the PL Director position   + Not as much data is being collected because there won’t be anyone to analyze it. * Current structure: Professional Learning Committee covers both Faculty Professional Development Committee and also Classified Professional Development Committee. * Some changes: make it a two year plan so that it doesn’t require as much resources to update. * Some of the Plan’s goals   + Re-establish CIETL as physical space and improve funding for programming needs.   + Identify plan to replace the director of Professional Development. * For comparison, Skyline’s version of CIETL puts non-District Flex Days together. * Meckler wants to come back with a complete Plan for 2018-2020 with making it an action item. | Meckler | 15 | Removed Action, Discussion |
| 8.5 | Faculty Survey Discussion   * What outcomes do we want see?   -Clearest result from Faculty Survey: there should be some anonymous faculty feedback on administrator’s performance.  -Hyla points out that this feedback could not be used to judge administrator’s job. This is the purview of the administrator’s supervisor. Our feedback would only be in the form of recommendations.  -Hyla’s proposal to create have the feedback consolidated by a group of faculty and then passed onto administrators.  -General proposal: go back to constituents to figure out how best to balance provide constructive feedback. | Tedone | 20 | Discussion |
| 8.6 | Guided Pathways Meta-Majors   * What should the structure be between Academic Senate and Guided Pathways? * Standing committee or more informal (just a report)? * Bookclub * How can faculty become more engaged with Guided Pathways?   -Denise emphasizing how important the Guided Pathways program is for the college and also how important it is for Academic Senate to contribute to it.  -As of now, seven faculty are directly involved in the process: Chris Rico, Rebekah Taveau, Daryan Chan, Maureen Wiley, Denise Erickson, Hyla Lacefield, … [?]  -General recommendation from previous schools’ experience: get Academic Senate involved early  -Do we want to make the report a standard process?  -Do we want to make this a standing committee of Academic Senate? --Denise is skeptical of making it a standing committee.  -Denise’s starting proposal: recommends reading book *Redesigning America’s Communities Colleges*. Three are available on reserve on at the library. Denise recommends reading the first chapter. Special recommendation for Division Reps to read the first chapter to help answers questions as Maureen tours the different divisions about the committee.  -Denise also inquiring about what Academic Senate can do to engage in the process.  -Can provide list of frequently asked questions to help strengthen dialogue between Academic Senate and the Guided Pathways steering committee. | Erickson | 10 | Discussion |
| ~~8.7~~ | ~~Share ideas about New Program Review Timeline; program review feedback/validation form and prioritization rubric.~~ | ~~Lacefield/Engel~~ | ~~15~~ | ~~Discussion~~ |
| ~~8.8~~ | ~~Revising bylaw ARTICLE II: ELECTION OF OFFICERS~~ | ~~Lacefield~~ | ~~10~~ | ~~Discussion~~ |
| **Other Reports, Meetings and Deadlines** | | | | |
| 9.1 | Upcoming Governance Meetings   1. Faculty Professional Development Committee 2. Professional Learning Committee 3. Curriculum Committee 4. ACES 5. IPC 6. Planning and Budgeting Council (PBC) | | | |
| 9.2 | Upcoming Events:  TBA | | | |
| 10 | Adjourn | Lacefield |  | Action |

*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 2018 – 2019 academic year:**

President: Hyla Lacefield; Vice President: Diana Tedone; Secretary: David Eck; Treasurer: Sarah Aranyakul; Curriculum Committee: Candice Nance/Katie Schertle; Professional Development: Denise Erickson; Humanities and Social Sciences Division: Doniella Maher; Science and Technology Division: Po Tong; Business, Design & Workforce Division: Anne Nichols;KAD and ASLT: vacant; Student Services/Counseling: Daryan Chan