

Cañada College Academic Senate Minutes

March 13, 2025

1:00pm – 2:50pm

Location: the Faculty Teaching and Learning Center and Lounge (Cañada Bldg 9-154)

[Zoom option for guests](#) (Meeting ID: 825 6639 9062)

In attendance: Richard Schulke, Sarah Aranyakul, Sandra Mendez, Dave Eck, Gampi Shankar, Monica Malamud, Ana Miladinova, Ellen Young, Salumeh Eslamieh, Hyla Lacefield

Guests: Chialin Hsieh, Max Hartman, Lorraine Barrales-Ramirez, Rebekah Taveau, Sarah Harmon, Lizette Bricker

No.	Item/Topic	Presenter	Time	Action
1	Call to Order	Shankar	1:03	Procedure
2	Introductions	Shankar	2	Information
3	Adoption of Consent Agenda Motion: LP Second: MM Chialin: thank you to Julie Luu for serving on IPC No objections	Shankar	1	Action

4 - Consent Agenda

- All items on the consent agenda may be approved by unanimous consent of the Academic Senate members present. The absence of objection establishes consent.
- Before approval, reasonable time must be allowed for any Senate member or guest to ask questions about a particular item.
- Any person may request that an item be removed from the Consent agenda to be discussed in the order listed as part of the regular Senate Business.
- For appointments, Faculty names being nominated are **highlighted**

4.1	Minutes 2/27/25
4.2	Instructional Planning Council Vacancies <ul style="list-style-type: none">• Librarian Representative: VACANT (replacing Diana Tedone-Goldstone until end of Spring 2025 semester)• At-large Representative SP 2025: Julie Luu [substitute for Allison Hughes]

5 - Public Comment				
5.1	<p>Questions/comments on non-agenda items</p> <p>Congratulations to our newly tenured faculty:</p> <ul style="list-style-type: none"> • Marcos Chacon • Kiran Malavade • Eddy Harris • Jose Manzo • Michael Limm <p>CH: VPI and Deans are reviewing FTEF for fall schedule</p> <p>EY: Draft of upcoming April 17th Flex available</p> <p>EY: Proposals for August Flex will be due in May</p>	Public	5	Information
6 - Senate Business				
6.1	<p>Adoption of Regular Agenda</p> <p>HL: Motion</p> <p>EY: Second</p> <p>No objections</p>	Shankar	1 (start ≈ 1:10 pm)	Action: Agenda Adopted
6.2	<p>Dual Enrollment SP 2025 Report</p> <p>160 – 200 students will be coming to the fashion show</p> <p>Daryan has been creating Pathway roadmaps.</p> <p>Currently offering:</p> <ul style="list-style-type: none"> • 34 sections • 19 courses • 943 students <p>DC: three instruction models:</p> <ul style="list-style-type: none"> • Our faculty • HS faculty with min quals • Co-teaching model • Both h.s. and college faculty teach the course • Aligning SLOs to meet both h.s. and college SLOs <p>DC:</p>	Arellano / Chan	10 (start ≈ 1:10 pm)	Information

	<ul style="list-style-type: none"> • Offers support (monthly meetings; syllabi review; aligning course with needs; syllabi templates) • Creating district-wide evaluation process to include timeline, portfolio, self-eval, student evals. • The h.s. process may differ, so we're trying not to overwhelm with different criteria <p>DE: DAS doesn't think there should be a different evaluation procedure for dual enrollment faculty. If there have to be exceptions, they should go to evaluation committees.</p> <p>DC: This is in process; trying to align</p> <p>MA: Two h.s. teachers meet the min quals and will be going through our evaluation process</p> <p>MM: In district negotiations, we are proposing that the CCAP faculty are evaluated according to our procedures</p> <p>GS: Everyone should be evaluated in the first semester and using our same process.</p> <p>CH: the evaluation is not changing. It follows the AFT negotiated process. The proposal is to support the h.s. teachers who meet min quals. Also supporting our faculty who are teaching dual enrollment.</p> <p>DE: how much of the two new pathways may be completed in dual enrollment?</p> <p>DE: business courses at Carlmont got cancelled: update?</p> <p>DE: May we have an update soon about the dual enrollment transition plans from Foothill College?</p> <p>Dual Enrollment Website</p> <p>Teacher Evaluation Welcome Packet updated for Canada</p>			
6.3	<p>Faculty Vacancy Replacement for Retired Counselor</p> <ul style="list-style-type: none"> • Faculty Vacancy Process Form for this position <p>Max Hartman:</p> <ul style="list-style-type: none"> • We have two semesters to initiate replacement hire • Old position: honors/transfer counselor • New position: transfer/articulation officer 	Hartman	1:28	Action

<ul style="list-style-type: none"> • Honors will be supported with an 18 hour/week adjunct assignment • Create new Honors Counseling Team of counseling faculty from programs that have honors students as part of their caseload. This group will meet with the faculty honors coordinator once/month. • Rebekah Taveau (honors' coordinator) supports this change if: <ul style="list-style-type: none"> ○ Consistency of honors' counselor ○ Need to be certified ○ 18-20/hrs week position; right now it's more like 20 hours and growing ○ Counseling team will be supplementary ○ Honors counselor needs to co-chair honors committee ○ Counseling will facilitate appointments for honors' students ○ They have to get registered in multiple confidential portals <p>MH: Sorayi Sohrabi is the current adjunct honors' counselor and is interested in continuing</p> <p>DE: The load breakdown should be more clear</p> <p>MH: It's 50/50; we are flexible according to needs</p> <p>DE: if UC requires honors' counselor, then we should prioritize this</p> <p>MH: Before we were doing all three jobs with 1 FTE (honors, transfer, articulation)</p> <p>MH: additional release time for articulation officer is soft dollars</p> <p>MH: We will have a maximum loaded adjunct counselor doing honors</p> <p>EY: Is articulation officer generally a counselor</p> <p>MH: Since Janet retired, yes.</p> <p>MH: One of our adjunct positions going forward will be dedicated honors.</p> <p>MH: No students should have less than 2 weeks wait for counselor.</p> <p>MH: Will continue working with honors' coordinator; if students have to wait longer than 2 weeks, he will work</p>			
--	--	--	--

	<p>to reduce the time. Honors' Team will allow for more support for honors' students.</p> <p>Nadya Sigona: We want one counselor dedicated to transfer, to give all of the updates. Transfer admission guarantees, certification. Academic counselors receive training from the A.O.</p> <p>DE: motion to approve vacancy request</p> <p>MM: second</p> <p>EY: May we add the stipulation that the honors' program be supported by a dedicated adjunct?</p> <p>Answer: the task is only to vote on the vacancy request</p> <p>President: yes</p> <p>VP: yes</p> <p>Sec: no</p> <p>Treasurer: Yes</p> <p>Adjunct: yes</p> <p>BDW: yes</p> <p>H/SS: no</p> <p>KAD: yes</p> <p>STEM: abstain</p> <p>SS: yes</p> <p>PD: yes</p> <p>Motion carries</p> <ul style="list-style-type: none"> • If approved, take it forward to PBC per the Faculty Vacancy Request Process 			
6.4	<p>Process Updates by PIV Committee - Funeral Services Program (FSE)</p> <ul style="list-style-type: none"> • The Task Force Report: Funeral Service Education PIV Task Force Report • This item won't officially come to Academic Senate until after IPC has provided feedback on the report. They plan to do this on March 21. • Before March 21, please read the report and send any questions to Dave Eck (eckd@smccd.edu). <p>Doug Hirzel:</p> <ul style="list-style-type: none"> • The committee has met and worked diligently on report • Humbling to try to become an expert in someone else's field 	Hirzel / Eck	1:56	Information

	<ul style="list-style-type: none"> Complex field, which is a reason this report is coming now, to allow more time to read and ask questions <p>GS: this was the first use of the PIV process, so we will also be revising from what we learned</p>			
6.5	<p>Update on Common Course Numbering (CCN) Project</p> <ul style="list-style-type: none"> Awaiting (mid-April?) UC articulation decisions on Phase I COR submissions Phase II courses have been divided into two subsets, A and B Phase II (A) templates have been released The list of Phase III courses has been released COR modification deadlines: <ul style="list-style-type: none"> Phase II: December 2025, for implementation in the 2026-27 catalog Phase III: December 2026, for implementation in the 2027-28 catalog Faculty will be paid at the special rate for up to three hours of work on COR revision to comply with the AB 1111 mandate 	Palmer	2:00	Information
6.6	<p>Committee for Elections of President and VP of Senate:</p> <p>DE:</p> <ul style="list-style-type: none"> March 14: call for nominations March 24: reminder call April 10: nominations due April 11-12: ballots will be emailed May 7: last day to vote May 10: confirmation of election results <p>Please encourage people to run.</p> <p>HL: big, fun, job in which you learn a lot about your colleagues</p>	Eck / Lacefield	2:06	Information
6.7	<p>ILOs Adopted by IPC to align with ACCJC updates</p> <ul style="list-style-type: none"> IPC adopted ILOs March 7, 2025 corrected <p>DE: We're keeping our existing ILOs and making more explicit how they relate to the ACCJC standards. PRIE will add questions to cover the distinct ACCJC standards.</p> <p>GS: How frequently do standards change?</p>	Shankar / Eck	2:09	Information

	<p>Karen Engle: the last time was 2013; we review our mission every five years, so we will review this the next time.</p>			
6.8	<p>PRIE guidance for keeping student-level data secure</p> <ul style="list-style-type: none"> • Guidance for keeping student-level data secure <p>MM: What about emailing forms with student identifiers?</p> <p>KE: If it's through our email, then it's protected.</p> <p>DE: Might be helpful to share how to wipe laptops</p>	Engel	2:13	Information
6.9	<p>Academic Senate finances SPRING-2025 updates</p> <ul style="list-style-type: none"> • Current Balances, Position & Options <p>Conversation ensued about increasing contributions-- Let people know where the money goes Mention it at new faculty training GS: will communicate with faculty SA: could increase word of mouth by division reps; explain what contributions go toward HL: would help set up student scholarships; this could help encourage students to participate in participatory governance DE: if it's the normal process, there are many hoops to get through HL: it's not too onerous; could make an expectation that students participate in participatory governance DE: if it's on the portal, students just tick the box for what they are eligible for. The portal might also require us to give the money to the foundation. SA: we can issue a check and give it to the foundation SA: it would be for academic year 2025-26 MM: Senate should support plenary and trainings for Senate members, which currently isn't happening. This money should be used to support our expertise. GS: How can we encourage others to participate? By funding and helping our members to attend events. HL: You still have to do the PD application even if it's Senate funded. EY: We could fund faculty preparation of Flex presentations. GS: Send ideas to Sarah and Gampi.</p>	Aranyakul / Shankar	2:24	Discussion

	SE: We need a list of non-contributors so we can ask.			
7 - Regular Reports				
7.1	<p>President's report</p> <p>Follow-up on ESL letter regarding DRC.</p> <ul style="list-style-type: none"> • Lizette Bricker: is meeting with ESL faculty to discuss their letter • Bricker is open to feedback. • DRC director hiring is in final stages; hopefully hire will be approved in next Board meeting • Max Hartman: we have an interim DRC director; her door is also open • Tenure-track Faculty Interview Process Finalized memo: Spring 2025 Faculty Screening Guidelines for Standardized Interview Formats • The new Class Cancellation Policy and Procedure will be going into effect starting with the Summer and Fall classes. Guidelines for Class Cancellation on pages 8-11 of the November 20, 2024 Board of Trustees presentation. • New minimum of 15 in f2f courses; 20 online; there is a timeline for deans and faculty for when courses will be cancelled. • HL: current exemptions continue 	Shankar	2:45	Information
7.2	<p>Treasurer's report</p> <ul style="list-style-type: none"> • Checking: \$7,413.43 • Saving: \$5,035.69 • <u>Total: \$12,449.12</u> 	Aranyakul	2:52	Information
7.3	<p>Curriculum Committee</p> <ul style="list-style-type: none"> • To prepare for emergencies, we are reviewing the CORs currently lacking distance addenda and working with faculty to add DE addenda as feasible. • To comply with the Enrollment Management Plan, we are reviewing high-unit (34+ unit) programs and asking faculty for justification. • CORs on the regular review cycle are coming in. CurricUNET deadline: April 10th 	Palmer	2:52	Information

7.4	Professional Development <table border="1"> <tr><td>24-25 allocation</td><td>\$93,639.19</td></tr> <tr><td>23-24 Carryover</td><td>\$78,900.93</td></tr> <tr><td>24-25 Starting Amt:</td><td>172,540.12</td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td>FA24 Amt Spent</td><td>26,970.34</td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td>Fall remaining Balance:</td><td>145,569.78</td></tr> <tr><td>SP25 Amt Spent as of March 7</td><td>15,444.38</td></tr> <tr><td> </td><td> </td></tr> <tr><td>PD fund balance as of March 7</td><td>130,125.40</td></tr> </table>		24-25 allocation	\$93,639.19	23-24 Carryover	\$78,900.93	24-25 Starting Amt:	172,540.12					FA24 Amt Spent	26,970.34							Fall remaining Balance:	145,569.78	SP25 Amt Spent as of March 7	15,444.38			PD fund balance as of March 7	130,125.40	Eslamieh	2:53	Information
24-25 allocation	\$93,639.19																														
23-24 Carryover	\$78,900.93																														
24-25 Starting Amt:	172,540.12																														
FA24 Amt Spent	26,970.34																														
Fall remaining Balance:	145,569.78																														
SP25 Amt Spent as of March 7	15,444.38																														
PD fund balance as of March 7	130,125.40																														

8 - Other Reports, Meetings and Deadlines

8.1	Upcoming Events, Meetings, Deadlines, and Any Additional Comments on Non-Agenda Items Important Dates relevant for faculty: <ol style="list-style-type: none"> 1. Next academic senate meetings will be on 3/27/25 2. TAS Sub-Committee Report 13 March-2025 SH: state funding has arrived; textbook affordability committee meeting is upcoming and will discuss use of the funds. MM: a Jewish faculty member felt unsafe because some of the chanting at the demonstration on Tuesday is used to support terrorism HL: will be presence at GDC (Game Development Conference); “from here you can go anywhere”--campus navigation tool, which should be available F 25 SE: Monday at 2 pm at the Cultural Center there will be a Persian New Year celebration		
9	Adjourn	Shankar	Procedure

Per 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. (1) *Members recorded as absent are presumed not to have voted;*
2. (2) *the names of members voting in the minority or abstaining are recorded;*
3. (3) *all other members are presumed to have voted in the majority.*

Academic Senate for the (2024-25) academic year:

- President: Gampi Shankar
- Vice President: Monica Malamud
- Secretary: Lisa Palmer
- Treasurer: Sarah Aranyakul
- Adjunct Representative: Richard Schulke
- Curriculum Committee: **VACANT (Role being covered by Lisa Palmer)**
- PD: Professional Development: Salumeh Eslamieh
- ASLT: Academic Support and Learning Technologies: Carlos Luna
- Business, Design & Workforce Division: Hyla Lacefield
- HSS: Humanities and Social Sciences Division (and Past President): David Eck
- KAD: Kinesiology, Athletics, and Dance: Ana Miladinova
- STEM: Science and Technology Division: Ellen Young
- SS: Student Services/Counseling: Sandra Mendez