Cañada College Academic Senate Governing Council

Meeting Minutes for Thursday, December 12, 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, Lorraine Barrales-Ramirez, David Meckler, Ana Miladinova, Hyla Lacefield

Academic Senate Members in Attendance: Yolanda Valenzuela, Lisa Palmer, Salumeh Eslamieh, Jeanne Gross, Patty Hall, Jenny Castello, Heather Ott, David Clay

Guests in Attendance: VPI Anderson, Dean Hsieh, Dean Stringer, President Buckley, Dean Hayes, Dean Lopez, Kay O'Neil, Lucy Carter

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1. Call to Order: 2:18PM

2. Introductions: None.

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

4. Approval of Minutes 11/14/13: Moved/seconded/approved unanimously.

5. Questions/comments on non-agenda items:

Basic Skills Committee – Plan to designate a "Majors day" each semester for Basic Skills students to become aware of the opportunities available at Cañada and beyond.

Letter of Inquiry from the Dreamers Task Force – New screen on the CCC apply application now requires that students have a SSN. If students do not have one they have to use ITN. This issue was brought to the attention of the administration. IRS, state law, and Kathy Blackwood have been working on a response to the situation. Request to place this item as an agenda item for future meeting.

6.1 District Committees – Key topics from District Academic Senate are listed below:

The AFT will hold a district-wide vote to ratify appendix G "faculty evaluation" sometime in spring semester. If ratified, the new process and documents will be in effect by Fall 2014.

AB86 – The purpose of AB86 is to provide grant funds to regional consortium to create and implement plans to better serve the educational needs of adults. Senate is interested in following up on this bill and to learn more about our district's role.

Study abroad program – The program is now housed at Skyline College. Gary Fleener and Sarah Perkins are the contacts at Skyline. Patty Hall and Paul Stegner are contacts at Cañada.

STOT – Goal is to increase faculty interest in STOT. The District is moving to WebAccess 2.0. The deadline for doing so is January 8th. Various workshops are taking place to facilitate this transition. Please contact Jane Rice to sign up for a workshop.

Proposal for F/W grade – A proposal is being developed to consider adopting a new FW grade. For financial aid accountability, the colleges must distinguish between a student who fails a course because they stopped attending but did not withdraw, from one that tries to complete the course but earns a F grade.

DASGC is looking to advertise professional development activities district-wide so that faculty can attend regardless of their assigned campus. They are also looking at a new proposal for funding sabbaticals.

6.2 Curriculum – Reviewing over 77 courses; in January over 100 courses will be reviewed. A breakfast meeting will be held to recognize the wonderful faculty members who take an active role to serve on the committee. The curriculum handbook and by laws are being review and should be ready by the end of the semester. ASGC would like to commend the outstanding work done by the members of the Curriculum Committee, faculty, staff and management.

6.3 Prof. Personnel – Received two outstanding long term proposals from Carol Rhodes and Jessica Einhorn 4 units of release time each. Deadline Deadlines for Fall semester is March 1. Faculty are encouraged to continue to apply for both long and short term proposals. Additional details can be found at http://www.canadacollege.edu/professionaldevelopment/faculty.php

6.4 Division Reports –

Humanities – No report
Business/Workforce – No report
Science – No report
Counseling – As a result of the Student Success Initiative faculty/staff are looking at implementing Modules for online and face to face students. The SARS record keeping system is being streamlined to accurately capture the services being provided to students for MIS purposes.
Kinesiology – Dean Position and Coordinator Position are being discussed.

7.1: Annual Program Plan Survey
http://tinyurl.com/AnnualProgramPlan
Flex day in January will provide departments with an opportunity to work on their Annual Program Plans and to submit feedback via the survey.

Reassigned Time Presentation
Defined:
Reassigned time, or "release time", is time getting paid for doing non-instructional work.
3 units = 0.2 FTE = 7.5 hours/week

Reassigned time is given for several reasons: (a) by Aft contract – AFT, ASGC, Curriculum reps; (b) by regulation – some CTE coordinators and MESA director; (c) Other – special programs/projects, CIETL, SLOAC, program coordination; or (d) by "buying out" through use of grant funding or banked time.

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Amount of reassigned time at Cañada:
There are currently 26 full time instructional faculty members (42% of all FT faculty) that have partially reassigned time out of the classroom. That is, they may spend, for example, only 80% of their time on instruction. Some of this reassigned time is contractual and/or mandated, other is for special projects (e.g. accreditation or PETF), and much of the rest is for coordination time. Taken together, all of this reassigned time is the equivalent of 6.7 FT-FTEF (FT-full time equivalent faculty). In case you are wondering, this level of reassigned time is slightly less than that at our sister colleges. The net result for Cañada is approximately 55 FT-FTEF in the classroom.

Goal: Create a transparent process for allocating reassigned time and ensure accountability
Proposal: To include requests for reassigned time in the annual program plan
Possible questions for the APP: "Does your program need its reassigned time to continue at current levels? Explain. Are there ways to mitigate the loss/reduction of this reassigned time? Does your program need new/additional reassigned time? Explain. How will you mitigate the loss of fulltime instructional faculty?

Comments from those in attendance:
- Moving forward it is a good idea to place the request in the program review.
- Who will receive and prioritize these requests?

7.2 Adoption of Distance Ed. Checklist

Successful online teaching requires following a number of state and federal policies regarding student contact and attendance that are different for online classes compared to face-to-face classes. The following documents list the rules and requirements for online instruction.
http://www.canadacollege.edu/academicsenate/1314/faculty%20checklist.pdf

Motion to: approve the recommendations of the Distance Ed. Checklist.
Moved/seconded/approved unanimously.

7.3 Endorse COR Review Policy
http://www.canadacollege.edu/academicsenate/1314/COR_Policy_Approved_112213.pdf

Motion to: endorse COR Review Policy. Moved/Seconded/approved unanimously.

7.4 Prioritization of New Faculty Position Proposals

The Academic Senate Governing Council reviewed and discussed the five proposed new faculty positions and made a recommendation for prioritizing the hiring proposals based on the rules listed below.

Discussion Points:
English 1 & English 2 – Need to increase student contact = more fulltime faculty; FT faculty ratio to adjunct very low 38%. Have been requesting new hire for 8 years; two positions are necessary to make up for lost faculty and fill program review request.
Math – Growing demands, high loads, more collaboration and projects; FT/PT ratio not acceptable

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Kinesiology/Coach – Is it reasonable to have expertise in both fields?-YES. Growing enrollment and demand on the student side. If we want growth, we need another hire. Kinesiology is an exploding area of our economy. Goal is to expand the current curriculum of the department.

Workforce Development – Will this set precedent? 40% teaching = FT tenure track? Do we have enough demand for courses at this time? Counts toward faculty member, yet 40% teaching?

Voting Rules:
1. Only voting members of the ASGC may submit a ballot.
2. You can only vote for as many or as few positions as you feel are justified.
3. Place the name of the position in the table above according to your assigned priority.
4. Each position can only receive one priority.
5. Only one position can be assigned to each priority.
6. Any narrative comments/explanation can be included in the space below.

Ten ASGC members voted and the results are listed below: 5=highest priority, 1=lowest priority, 0=no priority assigned

	English 1	English 2	Kinesiology	Math	Workforce
1	3	0	4	5	0
2	2	0	4	5	3
3	3	2	5	4	1
4	5	0	4	3	0
5	5	2	3	4	0
6	4	2	1	3	5
7	2	1	4	3	5
8	5	2	3	4	1
9	5	1	4	3	2
10	5	4	2	3	1
TOTAL	**39**	**14**	**34**	**37**	**18**

Narrative comments submitted on ballots:
 - ESL should move forward with an ESL replacement hire (i.e., Linda Haley's position).
 - The College should consider funding workforce development as a non-faculty position

The ASGC thus recommends that hiring proposals be given the following priority:

Priority	Position	Points
1st	English 1	39
2nd	Math	37
3rd	Kinesiology/Coach	34
4th	Workforce	18
5th	English 2	14

7.5 Resource Allocation Model: Faculty factors – postponed for future meeting

8.1 CIETL- No report

8.2 PBC – No report

9. Adjourn: 4:00PM

Next meeting: January 23, 2014

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