Cañada College Academic Senate

http://canadacollege.edu/academicsenate

Minutes 2/9/17 2:10pm – 4:00pm **Room 2-10**				
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		**2:15**	Procedure
2	Guests: President Moore, Kim Lopez, LeighAnne Shaw, Michael Stanford, Jose Covarrubias, Benjamin Yeh (ASCC Senators), Allison Hughes (instructional technologist)		1	Information
3	Adoption of Agenda		1	Approved (unanimous)
4	Adoption of Consent Agenda		1	Approved (unanimous)
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.*				
4.1	Approval of Minutes: 1/26/17			
4.2	Ronda Chaney replaces Leonor Cabrera on Lale Yurtseven's tenure review committee			
4.3	Katie Schertle and Candice Nance to serve as Curriculum co-chairs for 2017/18-2018/19			
4.4	Approval to fund $540 registration for Candice Nance to 2017 Curriculum Institute			
4.5	Approval to fund $530 registration for Sarah Harmon to 2017 Spring Plenary			
4.6	Senate endorsement to the faculty PD committee to fund balance of registration and travel costs for Candice Nance and Katie Schertle to Curriculum Institute, and Sarah Harmon and Doug Hirzel to Spring Plenary			
Public Comment				
5	Questions/comments on non-agenda items	Public	5	none
Regular Reports				
6.1	President's report	Hirzel	5	Information
	A. VPI Anderson reports progress on the Early College High School that is being developed by Sequoia Union HS District in partnership with Cañada. SUHSD is currently developing first year curriculum that will prepare students for entry to college. A few of our faculty are serving as consultants, compensated by a SUHSD grant, to help develop these courses. The team is considering offering dual enrollment in the first year, perhaps for 1 or 2 units. The main goal is to have HS students enrolled in courses that are actual college courses, taught by qualified instructors. These faculty would meet our MQs and be hired and evaluated according to our procedures. A consultant group – Career Ladders – is early in the process of assisting the District toward a comprehensive approach to Early College Credit. It is expected that faculty will be engaged in these discussions later this spring. B. There is one vacant faculty position on the college-wide Professional Learning Committee. An all-faculty email was sent on Jan. 31 inviting volunteers to serve. This group is developing the college's professional development plan and organizes college-wide events such as flex days. Faculty engagement is critical as this plan is developed. C. All requests for resources, ideas for innovation, proposals for grant/other funding should be entered into SPOL's Planning module. As funding becomes available, this is where the planning councils will go first to identify needs. Deadline – end of Feb. (same for Program Review)			

6.2	Treasurer's report Account balance $6779. We have spent $1160 of the $2500 budgeted for Senate conferences. If items 4.4 and 4.5 are approved, balance in this budget item will be $270.	Aranyakul	5	Information
6.3	Curriculum Committee New co-chairs for the next 2-year term (Candice Nance and Katie Schertle) are currently being trained to take control in the fall. Making excellent progress on mandatory COR updates: 105 of 180 courses needing updating will be done after tomorrow. 34 will be outstanding. Biology and Rad-tech still have many courses to update. District CC is discussing creating a consistent process for assigning courses to multiple disciplines.	Behonick	5	Information
6.4	Professional Development Balance: $125,310.44 (not including encumbered approvals)	Erickson	5	Information
Senate Business				
7.1	Discussion with President Moore on faculty hiring	Moore	30	Discussion
	Board retreat this Saturday will look at how students are doing district-wide; see data in Board Packet On faculty hiring: she followed recommendations of AS and relevant constituency groups and individuals. Hirzel: We've been told that we had to have the workload to support new hires. Given the analysis (posted online), we have the FTEF capacity for close to 20 new fulltime faculty in 5 departments. For many reasons we wouldn't fill all those positions but the point is there is more than enough capacity to hire many new fulltimers. What else should we consider in order to improve our justifications to get more hires? Also, Senate separated the Basic Skills Counselor and CWA Counselor proposals from our prioritization since the financial analysis provided by the CBO indicated that are already funded, are not new positions and have no impact on Fund 1. Yet only one of the two was approved to become tenure-track and not the other. Can you explain? Moore: We need more financial resources. The requests that were presented last semester were well-articulated and supported. Also situations change as faculty retire or other changes occur. For business/accounting/CBOT: wait and see how CBOT goes this year. In the interim, there are adjuncts who can teach the courses. Lopez: Both the Basic Skills and CWA counseling positions are funded significantly by categorical funding (BS is 80% Basic Skills, 20% SSSP; CWA is 44% Fund 1 and 56% SSSP). Declining enrollment means diminished SSSP funding therefore over-extending in permanent positions would be imprudent. (Basic Skills counselor was approved in December to become tenure-track.) Leigh Ann Shaw: District strategic plan's "promise" will likely require an investment in counselors. Is the Board considering this impact on college personnel? Moore: Good question. At the Board retreat, each campus will be sharing an intervention program. Hirzel: It seems like we need to convert the CWA to tenure-track to avoid turnover of counseling faculty hired with impermanent funding. Encourage college to move CWA to tenure-track as funds become available. Moore: Agreed. Keep communication open; Senate might consider rolling over position requests from one year to the next. We need more tenure-track faculty because that's what students need in the classroom.			

	Mendez: AS should rank all faculty positions rather than pulling some out because of funding assumptions. Prioritize all of the positions that are put forward, together. Malamud: Addressed the retirement vacancy in CBOT. Enrollment in business is healthy, so the division came up with a creative way of positioning a new FT faculty to cover 3 disciplines. Yet the college didn't replace the vacancy. Should we not try creative ideas like this again? Moore: Try. If a request returns, the assumption is that the need and rationale persists.				
7.2	Update on transition to Canvas	A. Hughes	15	Information	
	WebAccess goes away at the end of this semester. Lacefield: Would like a grace period as it takes her a long time to back up student work after the end of the semester. Hughes: Our contract with Moodle is up at the end of the semester. June 1 is the cut-off but she will check for possible exceptions. Hughes: Beginning summer the district will be 100% on Canvas. Additional trainings will be announced at the end of February. Summer course shells will be uploaded by the beginning of April. Malamud: Are students notified? Hughes: Students get an email telling them how to access Canvas once the instructor activates the shell. Hirzel: When will gradebooks in WebAccess also disappear June 1? Faculty need to inform students that they will have to wait until grades are posted in WebSmart to see how they did in the course Hughes: June 1st.				
7.3	Proposal to create access-controlled streaming media server for instructional purposes	M. Stanford		Discussion	
	Stanford has been working on this for 10 years. The library and online sources are unreliable and inconsistent. No sooner than you create assignments using online materials, they become no longer available. This deters faculty from using online video. UCLA court ruling has established a legal precedent. Could include media clips, documentaries, films. Library doesn't have stable inclusive access to these resources. A media server needs widespread campus support to get it started. Students like this modality and want it streamed. Ongoing questions: Where will it be housed? IT will determine. Someone from IT will need to upload and maintain it. Servers aren't expensive, but how much is bandwidth? How to keep it secure? Survey: 44 responses 70% said they currently use online materials and that they would use Stanford's system. We have Films on Demand and Hulu, but many films aren't available on either. Hirzel: If the district is willing to take the legal risk, this plan supports district strategic goal #3.				

	Tedone: Investigate how other colleges have handled this, legally and logistically. Michael and Sarah: We will put together a resolution to bring back to Senate and then to take to DAS to see if we have support of other campuses.			
7.4	Appointment to college-wide Professional Learning Committee	Harmon	5	Action Deferred
	Harmon: No nominations. Why? Erickson: Overwork. Lack of clarity about what the position means or entails. Behonick: People want to be approached individually; also, some folks just don't volunteer. Malamud: Faculty would like to talk to each other about learning rather than signing up for another meeting, creating more work for themselves and others. Hirzel: Please suggest people who might want to be tapped for this. Mallory Stevens is on the college-wide PLC; vacancy from Ann Cartier whose schedule changed. The college (PBC) decided a college-wide committee (faculty, staff, admin, student) was the best way to coordinate and leverage PD resources. This is the best opportunity for faculty to ensure that PD meets our needs. Lacefield: Is there any recourse for equalizing workload so that more faculty will feel able to serve? Malamud: Union is working on faculty workload issue. Shaw: The AS could send out a "nudge letter" to faculty who don't participate on committees. Hirzel: There are 79 FT faculty present in the college and approximately 100 committee seats for faculty to serve. This does not include tenure-track or tenured evaluation committees or CTE advisory committees. See 2015 analysis on Senate website for more info. Tedone: Encourage new faculty to serve on committees.			
7.5	Creating procedures for instructional program development, improvement and discontinuance. (see PowerPoint)	Hirzel	20	Discussion
	Concerns about new program develodment: • The college approved 4 new instructional programs through Strong Workforce Program but we have had little to no discussion about next steps and college financial commitment. • Raj's Resource Management program was developed but dropped due to lack of college support. We need a better process to ensure that new programs are created with buy-in and commitment. Concerns about PIV: • We are still trying to identify how Senate/IPC will help support programs that are identified as "Needs Improvement" in program review. • Struggling programs are left to revitalize themselves or suffer "de facto discontinuance" (wither away) due to course cancellations which further decreases demand. VPI doesn't favor de facto discontinuance. We need procedures for revitalization/discontinuance that can be consistently and fairly applied with the hope of revitalization. Board policy requires local Senates to develop processes for program development and PIV; we don't have such procedures – only broad guidelines from Board procedures. Lacefield: low-enrolled classes are cancelled regardless of whether or not they are required as part of a program. Hirzel: Will bring this discussion as well to IPC; wants to get group together to create a processes. Shaw: in 2005-6 at Skyline, two programs came up for discussion and curriculum committee chose not to vote. Skyline has a general process. Behonick: the question is getting put to curriculum committee, but it's not really their purview so they don't have a protocol. CC already has a large portfolio of responsibilities. Harmon: Study session would be useful but we should get input from other faculty first. Hirzel: PBC needs to have a role but currently most decisions are relegated to the Cabinet. Hirzel: We'll take on program development first since it's most pertinent.			
Other Reports, Meetings and Deadlines				
8.1	Division reports and concerns – no time for reports	Division Reps	10	Information
8.2	Upcoming Governance Meetings			

	A. District Academic Senate – Feb. 13			
	B. Planning and Budgeting Council – Feb. 15			
	C. District Committee on Budget and Finance – Feb. 21			
8.3	Upcoming Deadlines:			
	A. Biennial program review (S&T Div., BDW Div., CWA, HTP) are due in SPOL by the end of February			
	B. All program plans & resource requests are due in SPOL by the end of February			
8.4	Upcoming Professional Development:			
	A. Deadline to register for ASCCC Innovation & Instructional Design conference (Mar. 17-18) – Feb. 23 http://www.asccc.org/calendar/list/institutes			
	B. CTE Data Unlocked Conference in Sacramento (Mar. 3) or Oakland (Mar. 17) http://iepi.cccco.edu/professional-development			
	C. Museum of Tolerance (Mar. 26-28)			
9	Adjourn	Hirzel		Action
	Next Meeting			Feb. 23, 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 2016 – 2017 academic year:
President: Doug Hirzel; Vice President: Sarah Harmon; Secretary: Lisa Palmer; Treasurer: Sarah Aranyakul; Curriculum Committee: Danielle Behonick; Professional Development: Denise Erickson; Humanities and Social Sciences Division: Monica Malamud; Science and Technology Division: vacant; Business, Design & Workforce Division: Hyla Lacefield; Athletics, Library and Learning Resources: Ana Miladinova & Diana Tedone; Student Services: Sandra Mendez