Cañada College Academic Senate

http://canadacollege.edu/academicsenate

2:10pm – 4:00pm

Zoom Link: https://smccd.zoom.us/j/84174625171

Minutes 04/14/2022

Meetings of the Academic Senate are open to all members of the public. Materials are posted on the meeting page of the Senate website.

Attending: David Eck, Natalie Alizaga, Gerardo Pacheco, Daryan Chan, Lisa Palmer,

Malamud, Nick DeMello, Anne Nichols, Diana Tedone-Goldstone, Nick Martin,

ertle, Bryan Jeong, Richard Schulke

No.	Item/Topic	Presenter	Time	Action
1	Call to Order	Eck	**2:10**	Procedure
2	Introductions	Eck	1	Information
3	Adoption of Consent Agenda	Eck	1	Action Motion: MM 2nd: LP Yes: 10 No:
4	Adoption of Agenda	Eck	1	Action

				Motion: KS
				2nd: LP
				Yes: 10
				No:

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	03/24/2022 Minutes			
5.2	**AB 361 – Renewal of Virtual Meeting Modality for Academic Senate** • This acknowledges our use of AB 361 that extends our ability to meet virtually as a Brown Act meeting, without having to post the address of our physical location • Academic Senate passed a resolution to support the use of AB 361 to extend our virtual modalities • If anyone would like to argue that Academic Senate should resume meeting in person, then simply request that this item be pulled from consent. From there, we would debate the matter.			

Public Comment				
6	Questions/comments on non-agenda items • Sarah Harmon shared information about Zero Textbook Cost (ZTC) Adoption Program: Open for all faculty! Applications are open until April 30. There is one faculty who has signed up to work this summer in the Adoption Program. More faculty are needed. Faculty can get compensation for switching their	Public	5	Information

	course materials to zero-cost options! More info can be found in this link: https://canadacollege.edu/academicsenate/tas_earlyadopterprogram.php • AN shared this information about faculty who use scanning scantrons in Business, Design & Workforce Division. She shared that the division does not want to buy a new machine since no one uses them anymore. AN asked if Academic Senate can help this faculty to buy or have access to a scantron machine. DE will research more information about this issue and bring some feedback to share regarding scantron machines on campus. • KS acknowledged and congratulated Gerardo Pacheco and Natalie Alizaga for reaching tenure status. • MM shared information about the Work Load Pilot Program to quantify work load from AFT. A formstack is being created to keep track of points. MM advised faculty to check their AFT contract to learn about what is this pilot program. Also, nomination to work at AFT are opened until April 20th.			
Senate Business				
7.1	**Technology ITS support, especially for evening classes** • Sharing of plans to increase ITS support for evening classes • Discussion of short-term possible actions to help address the need	Reed	15	Information, Discussion

	• Reed stated he had a Technology Committee meeting yesterday, 4/13, and Daman Grewal, Chief Communication Officer, was part of this meeting. • Reed shared that he is planning to hire a multimedia student assistant to support (in-class) faculty. He is planning to also hire more support staff to support evening classes. He also shared that some staff support has been hired in BUS division. • Reed shared that Ron Andrade, the new director of student support, will also hire and train support staff for evening classes. In addition, Daman Grewal will be looking at the IT staff to accommodate support for evening classes. • Reed stated that he is creating a survey with the help of PRIE to collect data to see what modality faculty needs. This survey will be sent to all faculty teaching multimodal teaching assignments at the end of spring semester, so the support starts in summer and fall semester. • Reed stated that he wants to hire 3 or 4 student assistants who will be available to work in the evenings. In addition, Reed stated that a new full-time tenure track instructional designer will be hired to support faculty. Moreover, Reed stated that Tech support and pedagogical support is also important for Fall. • KS shared that ESL faculty has shared frustration regarding training faculty and support. For example, the QOTL (Quality Online Teaching & Learning)			

| | | course is heavy on pedagogy, but there is also a need for hands on training on how to use the machines, cameras, monitors, etc. There is a group of instructors who need support with learning how to handle the hardware, and not as much as learning how to teach. Reed agrees that some instructors need different help and agrees that we need to structure the help accordingly.
• Kiran Malavede agreed with KS. She shared that the support is needed to support faculty, both morning and evening. She also stated that student support is also important to be equal for evening and morning students. She also stated that the survey needs to be sent to every faculty. In addition, she stated that Library staff has been supporting students with technology, and it is key that the new tenure track instructional designer can also support the library with these efforts. Reed stated that the survey will help us catered the need for all students. The survey needs to be crafted to get this valuable information. Reed agrees to send the survey to all faculty, and it is also important to prioritize faculty who are teaching with a specific modality. Reed also stated that the library staff has been key to supporting students with technology, and efforts have been made to request personnel help.
• DE asked if there is a support staff available on call this semester? Reed said no. He will advocate for this support to get this help this spring. | | | |

	• GT shared that an item will be part of the next Academic Senate meeting about supporting a District Library System Manager position that will help with a lot of the back end of checking out technology and coordinating with Skyline and CSM.				
7.2	**Improving Transparency and Accountability of Title IX Process – Petition** • AFT's Anti-Oppression committee has written [an open letter to the District](#) regarding the need for Improvements to Title IX reporting • Fabian, Suji Venkataram, Maryam Khan shared information about Title IX and asked Academic Senate to support this open letter. • Fabian shared the open letter to the District: https://actionnetwork.org/petitions/we-demand-a-fair-and-transparent-title-ix-process • Fabian shared that 2 years ago (2020) this subcommittee was created to focus on defending the right of students, staff, and faculty to learn and work without oppression. She also stated that AOC forms gender oppression task force to explore topics around gender oppression in learning environment, hold a safe space conversation room to review anonymous experiences of gender targeted oppression. • Suji Venkataram read the letter and asked Academic Senate to read and sign this petition. You may read the	Yonemura-Fabian	20	Action DC motions to express support for this petition. 2nd: DT Yes: 11 No: Abstain: ND

	letter and demands here: https://actionnetwork.org/petitions/we-demand-a-fair-and-transparent-title-ix-process • DE asked what is missing in the district response: https://www.canadacollege.edu/academicsenate/2122/Memorandum%20Regarding%20AFT%20Title%20IX%20Concerns.pdf. Fabian stated that one example of a demand oversees the investigation process; also, some demands are not answered accordingly. For example, the definition of what retaliation is. Another example is the training on sexual harassment is not enough in the working place. In addition, the process of reporting does not really make sense. Fabian shared that she is concerned about what kind of evidence needs to be shared to report in a Title IX case. • Maryam shared that other colleges across the state have updated their Title IX and hopes that our district will also be open to make some changes to improve the process reports are processed.				
7.3	**Pre-semester counseling services for students** • Update on processes for creating counseling slots for students before semesters • Information on what best to do if you are aware of a student who needs a counseling appointment to register for classes but cannot	Hartman	10	Information, Action NA motions for this item to be retable for the next meeting.

		find a timeslot that works for them. • Opportunity to share any challenges faculty are aware of with regard to scheduling counseling appointments • Dean Hartman came in late to this Academic Senate meeting. Therefore, DE asked this item to be tabled for the next meeting. • Hartman shared information about counseling scheduling during peak time (August or January) and how counseling department is meeting the students' needs. Hartman shared that due the pandemic, counseling was moved to 100 percent to online services so pre-pandemic in a form of Zoom meeting counseling. He also shared that during peak times counseling was drop in appointments. • Hartman shared that based on the feedback he has gotten from his team and due to limited resources, he has attempted to provide 30 minute appointments for everybody that was available and that worked with some mixed results. Some students were able to book appointments, yet there was a group of students who didn't get counseling. As a result, the counseling department tried to have a mix of some 30 minute appointments and some drop in appointments. The result was appointments got full and we had even fewer drop in availability for our students.			DT seconds the motions. Yes: 11

	• Hartman shared that in spring 2022, more than 2000 counseling contacts across all of our programs have been completed (drop in counseling and scheduled counseling appointments.) In addition, she shared that about 10 percent of students have been coming for in-person counseling appointments and the overwhelming majority of students have opted for Zoom counseling or phone counseling appointments. • Hartman shared that Counseling Department has extended out beyond our two weeks as student are gearing up for priority registration to get into their classes for summer and fall. In addition, he stated that he is working with the non-categorical counseling programs like promise to see if they can open up some of those counseling hours to serve general counseling students. Hartman reminded Academic Senate that they are some constraints too depending on how the counselors are funded, depending on whether or not they can see students that aren't connected to their program. • Hartman shared that the big takeaways are: drop in counseling is the main way of meeting the needs of our students, primarily during peak time. Lastly, he shared that he is monitoring how students are reacting to returning to campus and their needs as they are returning to campus.			

7.4	**Improve (formerly TracDat) Upgrade**	Kaven & Hughes	15	Information, Discussion
	• The Improve platform, where we input assessment results and complete Program Review, is currently being updated. We would like share the current progress on the upgrade and get faculty feedback.			
	• Kaven shared information about the Improve (TracDat) Platform. Kaven stated not all data will be transferred (there is a cut off at 6 years), but the historical data will be archived. Data will not be able to be accessed from 2005, but the information is archived and can be requested. The goal for this new update interface is to make this process easy and not to duplicate the work that is being asked to be completed.			
	• LP asked if all faculty have access to Improve (TracDat). Can multiple instructors update their information? Kaven answered that faculty can request permission and they can work with this platform. Instructors can be given tasks. Also, Kaven stated that instructors can decide how many courses need to report courses (Instructors can upload as many courses as they want).			
	• KS asked for clarification about what is the goal of this presentation since this new updates are not finalized. She also stated that a Flex Day activity can be a great ideas to inform and train faculty. Kaven stated that her committee is still working on this new updates and would like to get some feedback			

	from a group of instructors, and she also agrees a Flex Day activity is a great idea and she reminded Academic Senate that volunteers are needed. Kaven shared a Flex Day session will be given in April 21. • ND asked why would we want to leave behind some data? What is the limiting factor? He suggested to bring all data into the new platform because it is historical data. He stated that new faculty member will benefit by looking at this historical information. Kaven answered is that Program Review would like to see relevant information. MM agreed with ND. The data needs to be brought if it's no harder than bringing some. • ND, KS, LP, and GP volunteered to be part of the new interface faculty cohort.				
7.5	**Possible Update to Personnel Request Form** • This form is part of the program review process for requesting full-time faculty positions • Possible update would try to align the personnel request form with what is asked in PBC presentations and President's recommendations • Discussion of whether to form an Academic Senate work group to update these forms for next academic year • NA shared that the group is looking classified and faculty need to update this form as they see it fit and needs.	Kaven, Hughes, & Alizaga	10	Discussion	

		Also, there is some feedback regarding adding questions on the form potentially related to that the president's criteria to better align what they are looking for.			
		• Kaven shared that faculty should not be working duplicative. These forms should be aligned and connected, so faculty are not looking in different forms for information. Kaven also stated that in the past faculty has filled out these forms, but sometimes, these forms don't address the needs that faculty have.			
		• DE asked how can faculty capture the president's criteria every year in an static form like this. DE stated that this something that needs to be answered later. NA and Kaven agrees that this can be an issue since these criteria might change and lacks of alignment in certain steps can also create confusion, duplicative work and lead faculty to feel that their position request might not be strong.			
		• ND shared an analogy of making an argument to illustrate Program Review: review program, exploring, discover and identify needs and seeing opportunities. ND sated that during the process of making an argument new information is introduced. This cannot happen before someone (president) tells you what the evidence is. The main priority in this process is that faculty discovers information in this process.			
		• DE asked Academic Senate to help with this form. DE will add this item on the agenda for the next PBC meeting upcoming Wednesday to			

	suggest a change in the timeline for personnel requests presentations.				
7.6	**Bylaws Update Related to Adjunct Representative Election Process** • Proposed update would clarify eligibility of nominees and extend the representative's term until a new election cycle has completed in Fall semesters • Added revision clarified that an adjunct could serve out their term even if they didn't have an active teaching assignment in a subsequent semester • The meeting page has the complete proposed Bylaws update • DE shared this file: https://www.canadacollege.edu/academicsenate/2122/Proposed%20Update%20to%20Academic%20Senate%20Bylaws.pdf • MM asked about Section 6. She asked if this could happen although the faculty is not teaching in our district. She stated that an Adjunct faculty should be able to know if the faculty will be able to teach and be paid.	Eck	5	**Action** ND motions to update Bylaws related to Adjunct Representative election process as long as HR confirms this is a permissible move. 2nd: DC Yes: 10 No:
7.7	**First Draft of Template for Online Faculty Profiles** • First draft created by Nick DeMello • Send requests for additional sections or other modifications	Eck	5	Discussion

	to any workgroup members: Alizaga, Kippes, DeMello, and/or Eck • DE shared updates about the Template for Online Faculty Profiles. In addition, DE encouraged faculty to contact him, Natalie Alizaga, Nick De Mello, Althea Kippes to learn more about these updates. Also, you can add comments to this draft. • ND stated that this effort is an opportunity for faculty to interact with students and to also share information with students, and the community. It is also an opportunity to advertise yourself as a faculty member and highlight yourself as a faculty member in our college.				
7.8	**Educational Master Plan (EMP) draft (2022-27)** • Link to the current draft • Highlights from the current draft • How to give feedback after the meeting • Timeline of Next Steps in Finishing and Adopting the Plan • DE shared a link. Faculty can comment and offer feedback on this document: https://docs.google.com/document/d/1ass6_asibPBGOMruk3IF3vqpoFh8ZE3X/edit# • Pay attention to Goal #1 and #3 primarily where instruction lives is across those two goals. The one related to student access, success, and completion, as well as building equity minded in anti-racist college culture. DE encouraged faculty to	Eck	10	Information, Discussion

	look through this document. DE stated that the next step is to provide feedback in the Instructional Planning Counsel (IPC). • DE stated that this document is an opportunity to work with different initiatives to improve and transform our college.			
Regular Reports				
8.1	President's report • San Mateo Leadership Program, via the County Chamber of Commerce • Highlights from the State Academic Senate (ASCCC) Spring Plenary • Secretary and Treasurer will each have .2 release time next academic year (as they did this year) •	Eck	5	Information
8.2	Treasurer's report • No changes to share.	Chan	5	Information
8.3	Curriculum Committee • No updates shared.	Palmer	5	Information
8.4	Professional Development • No reports to share.	Malamud	5	Information
Other Reports, Meetings and Deadlines				
9.1	Upcoming Events, Meetings, Deadlines			
10	Adjourn	Eck		Procedure

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 2021 – 2022 academic year:

President: David Eck; Vice President: Natalie Alizaga; Secretary: Gerardo Pacheco; Treasurer: Daryan Chan; Curriculum Committee: Lisa Palmer; Professional Development: Monica Malamud; Humanities and Social Sciences Division: Katherine Schertle; Science and Technology Division: Nick DeMello; Business, Design & Workforce Division: Anne Nicholls; Kinesiology, Athletics, and Dance: Bryan Jeong; ASLT: Diana Tedone-Goldstone; Student Services/Counseling: Nick Martin; Adjunct Representative: Richard Schulke