

## Cañada College Academic Senate Governing Council

Meeting Minutes for Thursday, September 26, 2013

Room: CIETL (9-154)

2:10 to 4:10 p.m.

**Academic Senate Governing Council Members in Attendance:** Doug Hirzel, Anne Nicholls, Sandra Mendez, Alicia Aguirre, Denise Erickson, David Meckler, Ana Miladinova, Lorraine Barrales-Ramirez

**Academic Senate Members in Attendance:** Heather Ott, Anniqua Rana, Allison Fields, Jeanne Gross, David Clay

**Guests in Attendance:** President Buckley, VPI Anderson, Claire Sharif, Dean Lopez

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**1. Call to Order:** 2:15PM

**2. Introductions:** Welcome Claire Sharif ASCC student representative.

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

**4. Approval of Minutes 9/12/13:** Moved/seconded/approved unanimously.

**5. Public Comment:**

- The Redwood City Together Steering Committee would like to get our feedback about the pledge and about the welcoming feeling in Redwood City. A copy of the pledge can be found on the ASGC site.
- EOPS –Progress report forms were mailed to EOPS students the week of 9/16. They are due on Friday, October 11, 2013. A copy of the EOPS program newsletter was sent via district email.
- SEP Campaign –Spring 2014 registration is just around the corner. In order for students to get an early Spring 2014 registration date they must have a current Student Educational Plan (PEP) on file by Friday, October 25<sup>th</sup> at noon. Please take one minute to make this announcement in each of your classes, as we must depend on you to help us reach our students with important and timely information.

**6. Committee Reports**

**6.1 District committees -**

Kathy Blackwood, SMCCCD Executive Vice Chancellor will discuss the Allocation Model at the next PBC meeting on Wednesday, October 2, 2013 Bldg 2, Room 10 – 2:10 to 4:10 p.m.

**6.2 Curriculum** – No report.

**6.3 Prof. Personnel** – No report.

**6.4 ASGC Treasury** – No report.

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**6.5 Basic Skills**– The committee worked on the basic skills report that needs to be submitted to the Chancellor's office by October 10. Here are the two:

1. To complete the basic skills report and identify outcomes, the committee analyzed college data from our researcher and data available on the following site:

[http://datamart.cccco.edu/Outcomes/BasicSkills\\_Cohort\\_Tracker.aspx](http://datamart.cccco.edu/Outcomes/BasicSkills_Cohort_Tracker.aspx)

Canada College Basic Skills Date 2013 <https://app.box.com/s/3orduborkwzyotqmufoh>

Here are some observations that will be included in the report

<http://padlet.com/wall/ju8o8d6ovp>

2. Responses to the question about the problems the college is still facing in the area of ESL/Basic Skills and the obstacles with which we need assistance from 3CSN and/or the Chancellor's Office:

- Students, Staff and Faculty could benefit from training which addresses the "affective domain" of student success. For example: Trainings such as "On Course", Academy for College Excellence's "Foundations course" and others can be transformative. I personally want to organize a team to attend the ACE FELI which is an intensive training program. On Course offers a lighter model that also has extremely power tools to understand and address the kinds of emotional intelligence students, faculty and staff need to succeed.
- Continue the relationship of Learning Communities with ESL 400/Library 100. Look into expanding LIBR 100 Learning community courses with other courses on campus. Provide both instructors with time to collaborate to ensure information literacy and course goals are met.
- Faculty need to contextualize language skills with more academic, college, career pathways information and teach students how to use technology to learn in college classes and use it in their classes. We need ways to train faculty.
- Ways to assess the impact of supplemental instruction on students with basic skills needs.
- Learning communities, especially between basic skills courses and transfer-level courses, should be supported and expanded on campus
- Best practices around probation/dismissal students and supporting our Early Alert students i.e. what are other campuses doing that has been successful and increasing their success rates.

**6.7 Division Reports** – No report.

**7.1: Committee Appointments:**

- Curriculum committee – Katie Schertle and Diana Tedone
- Interior Design hiring committee – Elsa Torres, Rhonda Chaney, David Clay
- Librarian hiring committee – ASGC discussed the composition on this committee and nominated Alison Field and Denise Hum as the additional two members.

Motion to: approve the composition of the committees above. Moved/seconded/approved unanimously.

**7.2 2012-13 Program Reviews posting online –**

ASGC completed a review of the 2012-13 Annual Plans/Program Reviews to ensure content was appropriate for online publication. Faculty expressed interest in converting program review documents into a database entry system so as to facilitate the reporting and retrieval specific

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information (e.g. requests for professional development). Motion to: approve program review posting online. Moved/seconded/approved unanimously.

### **7.3 Delineation of Function Map – review**

Motion to: approve the *2013 Delineation of Functions Review Results and Further Reviews*. Moved/seconded/approved unanimously.

### **7.4 Revised Board Policies –**

- Motion to: approve the revisions to the Board Policies 1.30, 2.23, 2.30, 7.44, 8.14, 8.48. Moved/seconded/approved unanimously.

### **7.5 Call for nominations – Senate’s Hayward Award**

- The award honors outstanding community college faculty who have a track record of excellence both in teaching and in professional activities and have demonstrated commitment to their students, profession, and college. Recipients of the Hayward Award receive a plaque and a \$1,250 cash award.  
<http://www.asccc.org/events/2014/03/hayward-award>
- A call for nominations goes out in November, please submit nominees to Anne Nicholls ASAP [nicholls@smccd.edu](mailto:nicholls@smccd.edu)

### **7.6 ILO e-Portfolio workgroup – report on proposed revisions to ILOs and template**

- ILO ePortfolio workgroup– Jeanne Gross, Patty Hall, Hyla Lacefield, Heather Ott, Dave Meckler, Jane Rice, Anniqua Rana
- ILOs – 5Cs: critical thinking, communication, creativity, community (no changes), computational thinking (no changes)
- ASGC reviewed and discussed and discussed the changes and recommendations below.
- Proposed revisions will be taken to Divisions and other governance groups for review; final adoption to occur at PBC.

Critical thinking – “Select, evaluate, and use information to engage in critical **and creative** problem solving, investigate a point of view, and support a conclusion. ~~or engage in creative expression.~~

Communication – “Use language to effectively convey an idea or set of facts, including the ability to **ethically** use source material and evidence according to institutional and discipline standards.”

Creativity – (1) **Demonstrate creativity or appreciation for creative expression.** OR (2) produce, combine, or synthesize ideas in original ways within or across disciplines. ASGC favors #1.

### **7.7 Reorganization of programs and possible new administrative positions –**

The Instruction Office Retreat was held on September 6th. There were 26 faculty, 24 staff and 6 administrators who participated. Attendees included faculty and staff from the college’s “un-deaned” departments/programs (reporting directly to a VP) that include KAD (Kinesiology, Athletics, and Dance), Learning Center, Library, Distance Ed/ Instructional Design, and Honors Transfer Program, among others. The focus of the retreat was to identify commonalities and needs and to consider alternatives to their existing reporting structure. Participants

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brainstormed potential new organizational structures, some of which included the creation of a new dean-level position.

The Chancellor has created and funded a Vice President of Administrative Services position for each of the three colleges; the position has been approved by the Board of Trustees. Our District Office has augmented each college's budget with an additional \$135,000 specifically designated to fund the position. The number of years this augmentation will be provided has not been stated. Skyline College has moved forward and filled the position. CSM will be doing so as well. The role of the VP would be to oversee budgeting, finance, facilities, planning and construction. ASGC members discussed the proposed VP of Administrative Services position. Key questions, and some answers, are listed below:

- How would this position fit in at our college?
- Why does this position have to be a VP? Could it be a dean or other administrative level? - No, the Board approved it as a VP level position. President Buckley noted the importance of having equitable structure (equal players at the table) across the district.
- Could we use the designated funds for the VP position for anything else? – No, they cannot be redirected to other positions. If we don't use them for a VPAS, they will be returned to the district.
- How will this position be funded long-term?
- What additional support staff would the college need to provide a new VPAS? What other costs would the college incur?

While the hiring of administrative positions is not a 10+1 area, the Vice Presidents and President Buckley DO want input from faculty. Faculty should discuss these proposals at division and other governance meetings, and share their questions/concerns either with ASGC or directly with President Buckley.

**7.8 ILO CCSSE 2013 Survey results** – New report posted on the meeting page. Please review the report which will be discussed at the next meeting.

**8.1 AFT** – Remind to vote; closes tomorrow.

**8.2 CIETL** – No report.

**8.3 PBC** - The Planning & Budget Council Bylaws were reviewed. Reviewed the Educational Master Plan and Strategic Master Plan Evaluation Progress. The PBC workgroups were reviewed along with their responsibilities.

**8.4 SSPC** – Provided feedback on new administrative positions. Discussed the 2013 CCSSE results, student engagement plan, and the program review teams. Reviewed and approved bylaws and membership. Need to identify an instruction faculty representative to SSPC.

**8.5 IPC** – No report.

**8.6 CSE** – Next meeting Wednesday, Oct 9<sup>th</sup> 1-3PM.

**9. Adjourn:** 4:12PM

**Next meeting:** October 10, 2013

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