

Cañada College Academic Senate

<http://canadacollege.edu/academicsenate>

2:10pm – 4:00pm

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

Minutes 02/24/2022

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, Justin, Bryan Jeong.

No.	Item/Topic	Presenter	Time	Action
1	Call to Order	Eck		Procedure
2	Introductions	Eck	1	Information
3	Adoption of Consent Agenda <ul style="list-style-type: none">LP corrected the minutes, Item 7.2 "Curriculum Handbook Update Process." She wanted to make clear that the Curriculum Handbook is updated as needed.NA- asked MM if they were any new updates from last meeting since MM had to leave early.	Eck	1	Action Motion: LP 2 nd : GP Yes: 10 No:
4	Adoption of Agenda	Eck	1	Action Motion: LP

				2 nd : GP
				Yes: 10
				No:
Consent Agenda				
<p><i>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.</i></p>				
5.1	02/10/2022 Minutes			
5.2	<p>AB 361 – Renewal of Virtual Meeting Modality for Academic Senate</p> <ul style="list-style-type: none"> • 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. 			
5.3	<p>Student Services Planning Council (SSPC) Faculty Representatives</p> <ul style="list-style-type: none"> • Aricka Bueno (Counseling) • New appointment: Danielle Pelletier (Instructional) 			
Public Comment				
6	<p>Questions/comments on non-agenda items</p> <ul style="list-style-type: none"> • Sarah Harmon shared updates From the Textbook Affordability Subcommittee: Next week the Feb/Mar newsletter will come out, with some major updates on the following topics: 1. Open Education 	Public	5	Information

	<p>Week is 7-11 March, and once again the District Textbook Affordability Solutions Workgroup is putting on a slate of events. The primary focus will be on our Coffee Talk with ISKME, focusing on CTE/Workforce pathways and how OER/ZTC can help improve engagement and enrollment. 2. The TAS will open applications for the ZTC Adopter Program in mid-March. Looking for applications for adoptions and remixes. More info on all this, and so much more, in the Feb/Mar newsletter!</p> <ul style="list-style-type: none"> • Monica Malamud shared information about Barcelona Study Abroad. The deadline is March 17. Spanish in Barcelona this summer (Cañada courses, UC/CSU transferable): tinyurl.com/SpainSummer22. Barcelona Study Abroad info session 2/28 at 12:30 via Zoom. 			
Senate Business				
7.1	<p>Brown Act and AB 361 Reminders</p> <ul style="list-style-type: none"> • Reminder about how AB 361 functions. • Reminder about requirements for remote voting during non-State-of-Emergency Brown Act meetings • DE stated that AB 361 only applies for state of emergency until 2024, in San Mateo County the state of emergency might end in March 31. In addition, he added that in order to meet Quorum members need to be present. DE encouraged 	Eck	5	Information, Discussion

	<p>Academic Senate members to speak to him since there is clear legal procedures that members need to follow in case they would like to participate on our meetings via Zoom.</p> <ul style="list-style-type: none"> • LP asked if DE knows if there are any motions in the Legislature to change the Brown Act language or rules after March deadline. She believes that meeting online during the pandemic has been productive. DE provided feedback that all that legislation that was proposed in the fall failed. However, he stated that maybe there will be emergency event might come along this upcoming fall. He stated that any updates or change regarding AB 360 should be coming through the Legislature, and a special act would be required. 			
7.2	<p>Upcoming Elections for Academic Senate</p> <ul style="list-style-type: none"> • Odd year election of Treasurer and Secretary • Discussion of potential Bylaws update to improve process for electing our adjunct Academic Senate representative • DE proposed to put out the call in the spring semester for the Academic Senate representative at the beginning of the academic year in August. He stated this election is challenging since it's a different kind of election than the other officers. DE stated that updating bylaws is an extended process. For this reason, 	Eck	5	Information, Discussion

	<p>he would like to get feedback before drafting any bylaws. He wanted to get feedback regarding the following questions: is it reasonable to plan ahead in the spring for starting in the fall? When in the spring, the process should best occur? Also, should we include in our bylaws in regards to the adjunct representative position clarify eligibility? When's the last time you've taught at Cañada? DE Also stated that it might be helpful just to explicitly say in the position title that this is a one year term, and that the person can run as many times as possible.</p> <ul style="list-style-type: none">• LP wanted clarification regarding the one year renewable term. DE stated that this is the language used in our bylaws now. DE stated that this one year term can be extended to two years. He stated that this is why we need to revise the bylaws. LP asked whether a person can be in this position over a year or more time. DE provide PBS as an examples since in their bylaws, there are clear time limits for each position. LP agrees that spring is a better time for this election. She stated that in the fall, Academic Senate talks about its background and the history of Academic Senate.• Sarah Harmon shared that adjunct faculty don't have a guaranteed class, so she asked what happens if the elected adjunct faculty's class is cancelled ,and the faculty is no longer able to teach. DE stated that he could include in the eligibility			
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	<p>question clarify if the faculty is currently teaching in Cañada. Sarah Harmon stated there are many factors that adjunct faculty cannot control regarding class cancellation, so she is cautious about having in our bylaws a statement that states an adjunct faculty must be teaching unless adjunct faculty have a class assignment guaranteed for adjunct faculty. DE stated that an alternative is that the term spills into the new year because if the election is done in the fall, adjunct faculty running for this positions will have their assigned classes by the fall. He stated that it is very unlikely that adjunct faculty get bumped a week or so into the semester. However, he stated that if the term kind of spilled over from the previous year, individual's availability might bridge the gap. Sarah Harmon agreed that this might be a little bit better. She also stated that she understands that there is a little bit of inconsistency with the Academic Senate calendar, but she said that this is the nature of class assignments for adjunct faculty. LP agrees with DE's idea to hold elections in the fall.</p> <ul style="list-style-type: none">• MM acknowledged both of the alternatives presented. However, she stated that there is a value on elected official start in the spring, so new officials know what they will be doing in the fall. She also asked about the process of electing officials. DE explained for the President, Vice President, Treasury Secretary is an appointment if a		
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	<p>vacancy comes up. These officials don't have a constituency in the same way that an adjunct representative has a constituency. In addition, MM stated if an adjunct faculty is elected, they have a right to be in the position. However, she also asked how effective a representative faculty is if the faculty is not currently teaching. MM stated that she prefers to have an elected official begin their term in the spring semester.</p> <ul style="list-style-type: none"> • DE will consider these ideas and will come back to Academic Senate with some bylaw proposals, so if faculty has any specific feedback, please contact DE or any other officer. 			
7.3	<p>Enrollment Services and Support Programs Updates</p> <ul style="list-style-type: none"> • Discussion of Spring semester processes • Bennani shared updates: Vaccination and Attestation and Enrollment: Vaccination Approved, 2444 students, Vaccination Declined, 15 students, Decline State, 25 students, Medical Exempt App, 2 students, Religious Exempt App, 21 students. • Bennani shared that the First Covid Date due to Attestation was 11/19/2021, and the Last Covid Drop Date was 1/15/2022. Total number of students dropped /No COVID Attestation or Exemption is 539. 410 students completed the vaccination attestation after the drop, and 129 students who didn't complete Vaccination Attestation. He also shared information abouts students who were dropped from Course Modality: Online and Synch Online, 	Bennani & Vera	20	Information, Discussion

	<p>121 students, Hybrid, 84 students, Face-to-Face, 267 students, No Enrollment Activities, 67 students.</p> <ul style="list-style-type: none">• DE asked about what is the outreach process for those students who are not enrolled or taking a class. Bennani stated that Olivia Cortez-Figueroa, David Vera, and Ambassador are reaching out to these students who have been dropped. In addition, Bennani stated that they are still waiting for that the guidance on how to approach vaccination in general. He asked if vaccines will be going to be a prerequisite? Will Boosters be required as part of registration? He explained that there are not guidance for Summer or Fall semesters. He is hopeful the Enrollment Services Committee will provide guidance soon.• DE asked if these students registered into one of our sister colleges. Bennani stated that these students didn't register at all.• Lara shared that Ray Hernandez team worked fast to clear students once students submitted their vaccination documentation. This lead to process student fast and get students enrolled.• Bennani shared information about Notable issues with Spring enrollment process. He read a State Chancellor's Office memorandum in which states that there has been fraud happening due to the switch of teaching modality. He also shared information about Strategy to mitigate financial aid-related fraud. ITS extracts data about and looks for			
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	<p>“identifiers.” For example out of the area address, no phone number, no home address, etc. ITS add holds to stop disbursement and future registration. Financial Aid emails students to confirm identity prior to release of fund and registration holds. Financial Aid office reports suspected Title IV (FA) fraud to the U.S Department of Education’s Office of Inspector General (OIG), and also reports fraudulent activities every month to the CCCCCO. He also stated that faculty drop inactive students by Census date.</p> <ul style="list-style-type: none">• Bennani also shared information about Strategy to mitigate admission application fraud: admission application set with “checked fraud” are sent to the Suspension folder awaiting confirmation by A&R staff. The A&R staff review the applications in the SPAM folder. They request additional documentation if needed. Also, they confirm the fraud status for each application.• Bennani shared information about the Importance of Census: 1. Helps FAO identify fraud. 2. Minimizes the amount of fund a student may have to repay. 3. Minimizes the amount of institutional liabilities. He also stated that Faculty played a role in when faculty complete Census Reports.• Bennani shared information about Notable issue with Spring Enrollment process: Number of fraudulent admission application identified: Oct., 418, Nov., 136, Dec., 322, Jan., 465. Number of fraudulent			
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	<p>enrollments identified: Oct., 0, Nov., 1, Dec., 1, Jan., 2. Number of fraudulent financial aid application (No registered for classes): Oct., 90, Nov., 77, Dec., 49, Jan., 2. He also mentioned that there 0 applications that amount to federal. Cal Grant, and other local financial aid issues to fraudulent individuals.</p> <ul style="list-style-type: none"> • GP asked what happens when a student or person or entity if they are catch committing fraud. Bennani answered we report this to the inspector general, the Department of Education Inspector General, and they do follow up. We don't go after that. They do their follow up. • NA shared information about students sending emails from personal emails. She asked if these emails are a scam attempt. Lara- answered that new students won't be able to get email accounts unless they registered and paid. She also stated that completing Census is also important and faculty are doing a real good job. This Spring semester 10 faculty didn't complete census on time. • Bennani answered to NA's concerns, if students are not in the system, they cannot really do much harm or commit fraud with an add code. 			
7.4	<p>Áse Recommendations Related to Academic Senate</p> <ul style="list-style-type: none"> • Which recommendations directly relate to Senate, and should Senate lead? 	Eck & Alizaga	25	Information, Discussion

	<ul style="list-style-type: none">• Which recommendations should be the highest priority?• How to coordinate with ACES and other groups?• Do any of the recommendations deserve reconsideration?• DE shared and read (“The Short-term Recommendations”) from a document with Áse Internal Equity Report: Recommendations. Pages 15-17.• DE asked what recommendations strongly pertain to Academic Senate. ND said to check the recommendations like “Recommendation 9: Financial Aid and Student Services,” “Recommendation 11: Early Access Opportunities,”• NA asked for clarification regarding what does early access programs mean. DE will ask for clarification. NA also stated Academic Senate should focus on recommendations that Academic Senate is explicitly called out to be a good place to start. For example, the equitable scheduling. She stated that it would be helpful to know if there are folks who would like to attend meetings at specific time. DE will ask for clarification.• ND wrote “from report: “We attend the community college and take a mixture of high school and college classes, and it's a great opportunity and I personally really like it there. And it's really just changed my entire educational perspective but like something that I noticed, even when I was like applying was that it's really not well advertised. It's basically up to the students themselves, and like		
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	<p>word of mouth to figure ... this out, ...there's not too much like racial or ethnic diversity" (Anonymous), page 21.</p> <ul style="list-style-type: none"> • DE asked elected members to complete survey. The results from highest Priorities to lowest Priorities are: R1 Restorative Practices, R2 Affinity Spaces, R3, Virtual and Covid-19 safe in-person community building, R4 White Accountability, R5 Racial/ Cultural Bias Incident Accountability, R6 Equitable Schedule, R7 Champion Equitable Works Commitments, R8 Communication, R9, Financial Aid Students and Student Services, R10, Centralize Anti-Racism and Cultural Equity Task Forces, R 11 Early Access Opportunities. DE will schedule this item go over results and feedback in a future meeting. • DE shared this <u>Preliminary feedback on the Áse Recommendations</u> (based on the brief discussion during the meeting. To be revisited in more depth in a future meeting.) 			
7.5	<p>Sustainability Actions – Present and Future</p> <ul style="list-style-type: none"> • Presents Efforts at SMCCD, Cañada, and in Higher Education • Discussion of future potential actions • Fullerton acknowledges Susan Mahoney for the work she has been doing a great job with the sustainability work on campus. • Fullerton shared information about current Sustainability Initiatives. His ultimate goal for faculty is to partner 	Fullerton, Ho, & Whitaker,	25	Information, Discussion

	<p>with his team on campus as a living lab opportunity to consider incorporating sustainable development goals in your course lessons or in your learning outcomes even and to support the staff reporting effort. Also, think about participating in this worldwide teaching around climate action and climate justice.</p> <ul style="list-style-type: none">• Fullerton shared his believes about high quality, accessible education is the route of solving the world's largest problems such as economic disparity, the climate crisis and social justice. He also stated his team is dedicated to our students learning.• Fullerton shred information about Global frameworks like the Sustainable Development Goals to help guide their process progress. He believes this is the foundation of solving a lot of these other issues. In addition, Fullerton shred a UNESCO graph that shows that out of 3247 students, 91% of students agree their place of study should actively incorporate and promote sustainable development. He also stated that climate justice and sustainability is part of their anti-racism work. He also highlighted that the climate crisis exacerbate existing inequities and create somehow especially human health issues across the globe today.• Fullerton also said that the facilities department is committed to do this work. It is also connected to their operational goals, energy, water waste. Also, he stated that they are creating learning opportunities, and they accomplish this by using the			
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	<p>campuses living laboratory, project based learning, problem based learning, active learning methodologies to really engage and empower students, staff and faculty in our efforts in all of our projects, from strategic energy planning down to sustainable track sustainability tracking assessment rating system. His team offers opportunities for connection and collaboration and empowerment for our communities.</p> <ul style="list-style-type: none">● Fullerton states that the interdisciplinarity and transdisciplinary issues around sustainability, global sustainability really require transdisciplinary and interdisciplinary educational apparatus. According to him, issues like global warming can be solved by using this transdisciplinary and interdisciplinary educational apparatus. Moreover, he said that our campuses help to help create these interdisciplinary learning opportunities.● Whitaker shared information about district-wide projects like the “paperless campus” which offers options about printing. “Climate Action Planning” which gives opportunities to engage from college to the community. She also shared information about Energy Metering that offers a chance to study data to learn about a community, and Fleet Electrician that are charging locations around campus where electrical vehicles can be charged.● Ho shared information about the Campus Engagement- Museum of Tomorrow, gamified experiences. She said that 35-45% increase in		
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	<p>commitment to change. She stated that there will be opportunities to partnership for next year, student curated, extra credit.</p> <ul style="list-style-type: none">• Ho explained what Cañada Associated Student Sustainability Initiative is: 1. promote carpooling w school parking class. 2. Pepsi campus walk out about different bottle/can options. 3. “I don’t know bin” for confused souls.• Ho also shared information about- STARS- sustainability tracking assessment and rating system. In addition, she shared information about Academics- sustainability course offerings. Does your course touch on sustainability at all? (Inclusive (a module), Focused (Green Chem, Global poverty), What kind of incentives/services will motivate faculty? Sustainability research.• Fullerton shared information about Recommended Actions create a Campus as a living lab + Museum of Tomorrow, consider incorporate SDGs/ sustainability in your courses, participate in global Teach in (3/30/2022).• ND wrote mini-courses or seminars that offer micro-credentials, social media badges might be a way to get both faculty and students into developing sustainability focused experiences.• NA asked if the district has efforts to create e-waste store? Is OER material labeled as sustainable? Sarah Harmon wrote, “Yes, OER/ZTC is 100% part of sustainability.		
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	<p>Fullerton also mentioned that OER material helps us to move toward sustainability. In addition, Fullerton stated his team has not figured out what to do with e-waste; however, he stated that this is an important moment to think about sustainable work that gives a better understanding of the life cycle of our equipment. He said that we want to monitor what materials come in and out of our campuses.</p> <ul style="list-style-type: none"> • Susan Mahoney shared that pre-COVID, around 2019 and before, there was a college Sustainability Committee that was trying to figure out a way to reenergize and get that started again with the idea that we can help provide some leadership in policies or practices and resources that promote sustainability for our college, help faculty asking them what resources do they need to help to better incorporate sustainability concepts into their classroom or curriculum or their life? What resources students need and how can we connect facilities and the data that we collect in our different operations into the classrooms? 			
Regular Reports				
8.1	<p>President's report</p> <ul style="list-style-type: none"> • Update on credit for Prior Learning efforts- • Update on Online Faculty Profiles on District Directory – Form a workgroup • Educational Master Planning (EMP) Retreat on Friday, March 11 (8:30am-3:30pm) 	Eck	5	Information

	<ul style="list-style-type: none"> LP shared that Mirianne Beck, Program Services Coordinator – Articulation, will be in the Curriculum Meeting in March 11. 			
8.2	<p>Treasurer’s report</p> <ul style="list-style-type: none"> DC shared the following information: Checking \$3,622.64 Savings \$5,025.41 	Chan	5	Information
8.3	<p>Curriculum Committee</p> <ul style="list-style-type: none"> LP shared that Mirianne Beck, Program Services Coordinator – Articulation, will be in the Curriculum Meeting in March 11. 	Palmer	5	Information
8.4	<p>Professional Development</p> <ul style="list-style-type: none"> MM shared information that March 1st is the deadline to apply for Long Term funding and Extended Leave funding. 	Malamud	5	Information
Other Reports, Meetings and Deadlines				
9.1	<p>Upcoming Events, Meetings, Deadlines</p> <p>DT- shared information about the Library Newsletter.</p>			
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 Nichols; Kinesiology, Athletics, and Dance: Bryan Jeong; ASLT: Diana Tedone-Goldstone; Student Services/Counseling: Nick Martin; Adjunct Representative: Richard Schulke

