



# COLLEGE OF THE CANYONS ACADEMIC SENATE EXECUTIVE SENATE MEETING

September 6, 2018 1:00 p.m. to 2:00 p.m. BONH 330

According to Article 6 of the By-Laws of the Academic Senate the purpose of the Executive Committee is to foster coordination among the principle subcommittee chairs of the Academic Senate, to advise the President, and the overall strategic development and planning of matters before the Academic Senate.

**Attendees:** Teresa Ciardi, Nicole Faudree, Regina Blasberg, Claudia Acosta, Wendy Brill-Wynkoop, Rebecca Eikey, Marilyn Jimenez.

## A. Routine Matters

1. Call to order: 1:10 pm
2. Public Comment

*This portion of the meeting is reserved for persons desiring to address the Executive Committee on any matter not on the agenda. No action will be taken. Speakers are limited to three minutes.*

3. Approval of the Agenda

## B. Reports

1. President's Report

- [The Constitution and By-Laws was updated last semester so there is more formality with who is on the Executive Committee. This includes the committee chairs of the senate standing committees, the liaisons, and those faculty co-chairs of a key Collegial Consultation Committees.](#)
- [There will be a need to follow-up with those who are not present to determine a meeting time for the next Executive Senate meeting. It was suggested to have these meeting during the first week of each month.](#)
- [Request for an item Agenda document](#)
  - [This was shared as a reminder that Senate will begin using this form. The form should indicate if the request is to be an "Action" or "Discussion" item.](#)
  - [If there is something the Committee chair would like to report out or discuss with the senate, the form should be used.](#)
  - [This form will not be needed for Committee summaries.](#)
  - [There was request to bring back the Resolution in terms of vote of no confidence in the Chancellor of the California Community Colleges for the fall semester. A group will write this resolution and complete the "Request for an Agenda Item" form.](#)

2. Committee Chairs Report (Faculty Chairs of the Academic Senate Committee and/or Collegial Consultation Committees have an opportunity to report)

- Regina Blasberg with Career Education (CE) Committee shared changes in membership appointments:
  - Garrett Rieck- Noncredit
  - Cindy Stephens on Sabbatical- Wendy Ruiz will fill in for her.
  - Lisa Hooper no longer on the CE committee but can attend as need be.

- Claudia Acosta with College Planning Team (CPT) shared some updates:
  - There are current vacancies for VAPA, Counseling, Applied Technologies, Business, Student Services/Counseling and Learning Resources.
  - CPT will be hosting an orientation to communicate what they do and what are some of the sub-committees, etc. An email will go out to all the Deans to include the vacancies and orientation.
- Claudia Acosta with Educational Travel Committee is in contact with James Glapa-Grossklag regarding this committee.
- Wendy Brill with Non-credit Committee requested to remove members from the list who were not attending last year. The committee will meet in a week and they will make a note of who attends. Those who currently do attend are:
  - Regina Blasberg
  - Lisa Hooper
  - Lee White
  - Garrett Rieck
- Rebecca Eikey with the Academic Calendar Committee: This committee should have representation from the students, faculty, and classified staff. There is standards list of state holidays from the state Chancellors office that need to be observed and this is usually discussed in committee. There was desire expressed at the last senate meeting of the spring semester to open up additional conversations related to the academic calendar. This could be in terms of Guided Pathways and what is the best way to meet our students with that framework. The committee met yesterday and brainstormed ideas related to future calendars. The 2019-20 calendar is going to the Board of Trustees for approval. Possible ideas discussed at yesterday's meeting included adding a fall break, and whether or not to keep a winter session. It was reported the various ways that students have been involved in the past regarding possible changes to the academic calendar.
  - Both the Senate president and the COCFA president should appoint members. The Senate President will be requesting more senate representatives serve than two.
  - To recruit new senate representatives:
    - Recruit from those who attend the Town Hall meetings.
    - Send an email invitation to all faculty.
- Teresa Ciardi with Bookstore committee stated they have not met yet.
- Teresa Ciardi with Makerspace Committee stated Coordinators are being decided this week.

**C. Action**

1. Creation of a Calendar for Committee report (pg. 2-3)

- CPT, Ed Tech and PAC-B Committees could be included within the list of standing committees.
- The report will be an opportunity for committees to report back to Senate on what decision they have made within their committees. A report could also be an end of the year report on what was accomplished. This will help to maintain communication between the committees and the Senate.
- Below is the calendar for committee chair reports that was created:

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Note: Technology Committee & Ed Tech Committee will be scheduled later in the year.

**D. Discussion**

1. Constitution & By Laws

- [There was a discussion about revisiting the constitution so that more officer positions could be identified as a way to have a better succession.](#)

2. Academic Senate for California Community Colleges (ASCCC) delegate for College of the Canyons

- Last year it was understood that Jason Burgdorfer, Vice President would be the delegate for one year since the Senate President was serving as delegate as ASCCC Area C Representative and couldn't be two delegates. There was a recommendation to ask at the Academic Senate if anyone else would be interested in serving as a delegate.

3. Selection of Senate Parliamentarian

- There was a recommendation to ask someone from the Senate to serve as Parliamentarian. The Bylaws do not state the individual must be a member of the Senate. There may need to be training provided on Robert's Rules of order.

4. Job Descriptions for Career Education & Guided Pathways liaisons (pg. 4-5)

- There was a recommendation to bring these job description through the respective committees before bringing to the full Senate. The CE position is for 2 years due to the scope of work. There are two GP positions each for one year, one in Student Services and one in Academic Affairs. Each will focus on the Meta Majors and program mapping as well as meet with data coaches and individual faculty.

5. Priorities for the Senate in the upcoming year

- Priorities will be discussed at the next meeting.

**E. Adjournment:** 2:05pm