COLLEGE OF THE CANYONS
ACADEMIC SENATE
EXECUTIVE COMMITTEE MEETING
May 1, 2023
10:00 a.m. to 11:30 a.m.

Join Zoom Meeting
https://canyonsonline.zoom.us/j/82508471682?pwd=QTZ0bG93cTgyNWErVFpKWmY2bFcwUT09

Meeting ID: 825 0847 1682; Passcode: 565321
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AGENDA

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

A. Routine Matters
1. Call to order
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. Public questions or comments can be submitted via email at academicsenateinfo@canyons.edu or asked via zoom chat feature.
3. Approval of the Agenda

B. Consent Calendar
1. Adoption of Feb. 27, 2023 Ex. Comm. Summary (pg. 3-5)

C. Reports:
1. Academic Senate Presidents Report

D. Action:
1. Academic Senate Faculty Award Deliberations

E. Discussion
1. Future Meeting Times/Days
2. Future Discussion Topics

E. Unfinished Business

F. Announcements
- Next Academic Senate Meeting Spring 2023: May 11th & May 25th : Fall 2023 Meeting Dates TBD
- 2023 ASCCC Curriculum Institute-Hybrid Event: July 12th – 15th, 2023, Riverside Convention Center in Riverside.

- o [2023 ASCCC Faculty Leadership Institute](): June 15th-17th, 2023, Westin San Francisco Airport Hotel.
- o [2023 ASCCC Spring Plenary Sessions:]() April 20th -22nd, 2023, Double Tree by Hilton Hotel Anaheim, Orange County

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If you need a disability-related modification or accommodation (including auxiliary aids or services) to participate in the public meeting, or if you need an agenda in an alternate form, please contact the Academic Senate Office at academicsenateinfo@canyons.edu College of the Canyons.

COLLEGE OF THE CANYONS
ACADEMIC SENATE
EXECUTIVE COMMITTEE MEETING
February 27, 2023
11:00 a.m. to 12:00 p.m.

Attendees: David Andrus, Garrett Rieck, Gary Quire, Jason Burgdorfer, Julie Johnson, Lisa Hooper, Marilyn Jimenez, Miriam Golbert, Sarah Etheridge, Wendy Brill, Patty Robinson, Robert Wonser, Katie Coleman

Summary

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

A. **Routine Matters**
1. Call to order: 11:05 am
2. Public Comment:
    - Patty Robinson announced that she is working on the Carnegie Classification Interviews. Contact Patty for more information.
3. Approval of the Agenda:
    - Motion to adopt the agenda by Julie Johnson, seconded by Gary Quire. Gary Quire proxy for Gary Collis (yes, vote). Unanimous. Approved.

B. **Consent Calendar**
2. Adoption of Oct. 20, 2022 Ex. Comm. Summary (pg. 3-6)
3. Adoption of November 17, 2022 Ex. Comm. Summary (pg. 7-9)
    a. Motion to adopt the summaries by Wendy Brill seconded by Lisa Hooper. Gary Quire proxy for Gary Collis (yes, vote). Unanimous. Approved.

C. **Reports:**
1. Academic Senate Presidents Report
    a. Travel Reimbursement Changes
        I. The reimbursement process can take too long and many people end up paying out of pocket. Academic Dean district credit cards are to be used for travel. This will be outlined in a new desk procedure. A new digital US bank app, that can be preloaded, will hopefully be available soon. If faculty don't want to use this option they can get reimbursed later. Alcoholic beverages can be included in receipts so long as they are blacked out. This will be helpful as faculty have had to request two receipts. Faculty are still responsible for forwarding travel information to Deans. If faculty are going to check in to a hotel they need to have the District card on hand otherwise they will need to front the payment.

    b. Communications Officer Position
        I. The FY:23-24 Release Time memo includes 350%. This will remain the same and this memo has been forwarded to Dr. Torres. There is now a tentative agreement to

increase release time by 60% to 410% total. This has increased due to the exponential increase in policy work. Currently, 40% is allotted to the *Policy Review Committee Chair*. However, the Policy Review Chair will get a total of 60% release time if the tentative agreement is adopted. Another 20% will be allocated towards the new *Communications Officer* position. After the TA is finalized and the contract is amended a discussion among the Senate Ex. Cabinet will need to take place to determine what the remaining 20% will be used for.

D. Action:
1. Academic Senate Faculty Award Description Packet (pg. 10-24)
   a. **New Drupal Form:** There is now a Drupal form for faculty award nomination submissions. The closing date will be after spring break. This information will be added to the canvas shell. David will send out the Drupal link form soon.
   b. **Congratulations to Angeli Francois:** Angeli was recognized for statewide Hayward Award. As a reminder faculty can submit for both full-time and part-time faculty. Angeli is now teaching full-time at Long Beach City College but is still teaching part-time at COC. It is not clear if Angeli will go to the Board of Governors to pick up the award in person.
   c. **ASCCC Awards**: Some faculty may be considered for the ASCCC awards however, if there is a specific criterion that aligns with our own local award descriptions, or if there is a faculty member meets the ASCCC standards, regardless of our own award process.
   d. **Statewide Award Rubrics:** The statewide award rubrics were eliminated from our local award descriptions, but the criteria were not changed. The substance was retained, but was restructured in its format.
   e. **Local Award Descriptions:** Each award has a supplemental submission option. It was clarified that the award descriptions are not asking for CV's. Faculty cannot nominate themselves.
   f. **Collegiality and Campus Citizenship Award:** The language relating to faculty nominating themselves will be removed. In regards to the second award criteria, *"Meaningfully collaborated with various campus work groups"*, a suggestion was made to keep "*community*" as many faculty work in the community on behalf of the college. Another suggestion is to add "*or*." The criteria can be changed to, "*various college campus "and/or" work groups*." The word campus will be left as it implied various campuses. The title of the award will be changed to, "Collegiality College and Campus Citizenship Award."
   g. **Motion to adopt the award packet** by Julie Johnson, seconded by Gary Quire. U.A. Gary Quire proxy for Gary Collis (yes, vote). Unanimous. Approved.

E. Discussion
1. Future Meeting Times/Days
   a. The committee will continue to meet on Mondays at 11:00 am.
2. Future Discussion Topics
   a. Request for an update on funds received by the college for student re-engagement. David will bring this discussion item at the next design team meeting for IE2.

G. Unfinished Business

H. Announcements

- o <u>Next Academic Senate Meeting Spring 2023</u>: March 23rd, April 13th, April 27th, May 11th & May 25th
- o [2023 ASCCC Curriculum Institute-Hybrid Event:](#) July 12th – 15th, 2023, Riverside Convention Center in Riverside.
- o [2023 ASCCC Faculty Leadership Institute](#): June 15th-17th, 2023, Westin San Francisco Airport Hotel.
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I.   **Adjournment:** 12:08 pm.