**Academic Senate**

**Minutes Date: October 19, 2017**

**Present: *Rochelle Olive (1), Carla Pegues (2), Jeff Sanceri (3), Gary Hasbrouck (4), Carolyn Johnson (5), Maurice Jones (6), Matthew Goldstein (7), Robert Pettyjohn (8), Jennifer Fowler (9), Ann Buchalter (10), Marissa Nakano (11), Robert Bishop (12), Jamar Mears (13), Gisele Bousquet (14),* Katherine O’Brien (15) (ASCOA Representative)**

**Guests: Ana McClanahan (Division 1 - STEAM), Tim Karas (President COA), Pauline Bondonno (Merritt), Vanson Nguyen**

**MSA (Motion, Second, Approved)**

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| **Agenda Items** | **Discussion** | **Decisions**  **Shared Agreement**  **Resolved or Unresolved** | **Follow-up Action** |
| **Meeting Called to Order** | **Time: 12:06 pm with Quorum of Senators** |  |  |
| 1. **Agenda Review** | **Agenda accepted**  **(3) requested item be placed on next agenda**  **(4) requested constitution and bylaws be put on next agenda** | **MSA, one Abstentions (5)** | 1. **Due to time constraints and AS deadlines constitution and bylaws discussion requires a special meeting** |
| 1. **Review of Minutes** | **October 5, 2017** | **MSA, two Abstentions (4) (5)** |  |
| 1. **Treasurer’s Report** | 1. **Asks for contributions, (7) create group, obtain email list from the list send by VPI** | **MSA, No Abstentions** |  |
| 1. **Announcements** | **(9) Communications Department – 2 new classes: Comm. 25 and Comm. 35A – speech and debate activities.**   * **(4) Summer Geology course – 4 week camp – last 2 weeks in Costa Rica** * **(12) 3 students – full scholarships – we will send acknowledgements** * **(1) Flex Day – October 26, 2017 Breakfast and lunch will be provided** * **(1) Spring Sabbatical – Please let colleagues know spring ’18 is available** * **(1) handout: Academic Senate Live – upcoming state events:**   **Fall CTE Regional meeting North, Civil Discourse and Equity Regional Meeting North, Fall Curriculum Regional - North** | **Information only**  **COA to host event** | **(12 ) to provide names and contact information**  **Senators need to contact (1) for more info**  **Senators to notify faculty—all are invited as CTE is academic** |
| 1. **Action Items** | * **Shared Governance Handbook (Review Draft)** * **ASCCC Resolutions up for voting (review, comments, questions)** * **Faculty Hiring Priority List – new hires (due 12/8/17)** * **Status report & discussion on criteria proposed by COA DE committee** * **Update on 100% Smoke Free Campus** | 1. **Will email to Senators for review; discussion to follow - AS meeting**   **Fall State Resolutions- vote on November 2, 2017, electronic correspondence will be accepted with deadline the**  **Friday before the Saturday vote**  **Discussion, (1) recommended to forward the same list to COA President--no new hires for 2018, only replacement of retirees**  **To assist, faculty in meeting the requirements of AP4105, AS supports the COA-DE committee training options for instructors who want to teach on Canvas:**   1. **Complete a Canvas course (certificate? Transcript?)—acceptable courses would be @ONE,** 2. **Complete 3 of the Canvas/Instructure webinar training** 3. **Complete 3 workshops (either from COA or Kevin Kelly)** 4. **Combination of 2 and 3** 5. **Instructors who are currently teaching in Canvas may make appointment with Canvas trainer and show current/past course—trainer will use checklist (yet to be developed) to evaluate set-up  (e.g. syllabus, instructor contact info, basic org/nav, required points of student contact, etc.) .​**   **Pauline Bondonno – made brief presentation regarding 2nd hand smoke**  **Create smoke free area**  **(15) students votes: 55% -Designated area and 22% -No** | **Senate discussion meeting date forthcoming**    **Senators to review and share with faculty; forward comments to (1)**  **Recommendation accepted, (1) will forward to COA President** |
| 1. **Action Items from DAS** 2. **Guess Speaker** 3. **Curriculum Update** 4. **Agenda Items for upcoming senate meetings** | * **District Distance Ed committee charge (review & comments)** * **Tim Karas (COA President), Handout – Guided Pathways framework - AS endorsement summer schedule/** * **Guided Pathways Awards Program – (3 phases) handout to senators/Summer Schedule Pilot** * **Basic Skill/Equity/Student Success Integrated plan update** * **Accreditation Midterm Report** * **COA AS Constitution & Bylaws** * **Other as noted/listed in senate minutes** | **No discussion**  **Alternative Summer Schedule pilot Handout given to senators – MSA, no abstentions** |  |

**Meeting adjourned 1:42 PM**