



Governing Council Meeting

Nov. 11, 2008 minutes

Members Present

Diana Bennett	President	Teresa Morris	Library
Eileen O'Brien	Vice President	Madeleine Murphy	Language Arts
Lloyd Davis	Secretary	Jim Robertson	Social Science
Jeremy Ball	Past President	Kevin Sinarle	Counseling
Bernard Gershenson	Language Arts	Huy Tran	Math/Science
Joe Mangan	PE/Athletics	Ruth Turner	Student Services

Others Attending

Michele Alaniz	Library	Dan Kaplan	AFT
James Carranza	Language Arts	Bob Timlin	Business/Technology

CALL TO ORDER The meeting was called to order at 2:20 pm. The agenda, and the minutes of Oct. 28, 2008, were approved.

FACULTY APPOINTMENTS The Budget Planning Committee has not yet determined how many new positions, if any, can be funded next year. Jeremy hopes we are told early if there is a hiring freeze.

NEW BUSINESS – BASIC SKILLS INITIATIVE (BSI) COORDINATOR James Carranza discussed the position. Since the BSI Coordinator is not a new hire, the position does not require Senate approval. It will be supported by six units of state BSI money for three years and nine units of reassigned time for one year, subject to reevaluation. The reassigned time expresses the support of the college.

Work started in Spring 2008 with a planning matrix with specific goals and objectives, a required part of our five-year \$100,000/year grant project. There is need for coordination. 20 other colleges have a BSI Coordinator position, but are all over the place on the selection, duties, and compensation of coordinators. After completing the initial planning matrix, CSM's BSI Committee created the coordinator job description. The committee submits a report to the state every year, and whether we are on target and meeting deadlines determines the level of the following year's funding.

Planned actions must be based on the "poppy copy," the foundational text for the statewide BSI. Each college does its own planning. CSM's committee met every two weeks over the summer to be sure the college fulfilled all requirements, including the planning matrix and reporting on time. The committee has 12 members. Danita Scott-Taylor is filling in for Marcia Ramezane. The position description came from the planning matrix. It could be held by one, two or three people. There is plenty of work to do.

The coordinator reports to the BSI committee, VPI Susan Estes, VPSS Jennifer Hughes, and perhaps the Senate. Our \$100,000 from the state is to serve the instructional and student service needs of developmental students and occupational programs. The committee decided on \$30,000/year for six units for coordinator, leaving money available for professional development. College Council must approve the position. James, who is teaching 19 units, is not applying to be coordinator. He had hoped to have someone in place already, but that didn't happen.

The position announcement looked like it involved hiring a new full-time faculty member, and was rescinded because it hadn't gone to College Council for approval. It is now clear that it is 100% reassigned time, so does not require the new faculty position approval process. The BSI Committee decided to use six units of BSI money and sent a proposal to cabinet asking for nine additional units to make the position full-time. If the college funded fewer units the BSI committee could refine the position, depending on the available units. The Budget Planning Committee gave it nine units, and hopefully will work toward institutionalizing basic skills coordination.

James asked whether any faculty member will step forward. It seems unlikely from the instruction side, but perhaps someone will serve for a few years to get it off the ground. Student Services has a different idea of coordination. Plan B is a tri-chair position: 60% for a primary person, and two 20% positions. This interests adjuncts, and is less burdensome on faculty and departments than having one full-time person. If we do a good job, we can create a position we hire for. Members supported the 60-20-20 option and suggested we list it first. Some people in the tenure review process might be excited about the part-time possibility. Candidates' names will go to the committee, which will send its recommendations to Susan and Jennifer, who will make the final decision. James was never offered reassigned time for his work. James distributed part of an ASCCC document on how coordinators are selected and compensated, and what their duties are. He hopes the nine units the college contributes will continue after the six units from the state go away. Jeremy said if it proves viable, increased retention should pay for the position.

Jeremy suggested we recommend the tri-chair option first and a single coordinator second. Soon three-quarters of our students will be basic skills students. One person focusing on them is a drop in the bucket. We need a sustained program that helps us better address these students. A tri-chair representing different disciplines and student services would provide a strong leadership structure. A coordinated effort increases the chances for a sustainable program, which is the argument for tri-chairs. The committee wants a two year commitment, with yearly review. The position is not permanent. People can cycle in or out. James did not apply so he could stay on as co-chair or committee member to provide more participation. Dan said it is important to reach out to part-time faculty. We have more part-timers than full-timers. A large part of basic skills teaching is by adjuncts. Their buy-in would be good.

Solano College went from an 80% reassigned time position to a 60-20-20 tri-chair. Diablo Valley College's coordinator position is shared 50% student services, 50% instruction. Some colleges have no coordination. James went to a coordinator training workshop two weeks ago attended by VPIs, senate presidents, and random faculty. We are doing relatively well. Some colleges haven't done much planning. Jeremy said typically math, writing, and reading people get together and fashion an approach. It is good to involve student services. Cabrillo is doing things we want to do, and has been getting external validation as a leader campus in our area.

Consensus of Governing Council was to support the position with nine units of reassigned time from the college and six from state BSI funds, and to recommend the tri-chair option, with the single full-time coordinator as an alternative.

Jeremy said the more Governing Council can be focused on teaching and learning, the better. We should ultimately make the choices. A decision made by just a few people in Building 1 invites criticism, while faculty support increases chances for success. Look at the things you've been involved in that aren't around anymore. We want things that students benefit from sustained. Madeleine said people are assigned tasks and commit their own time and/or get reassigned time, but few others know about it. Most of us don't know what else is going on in the college. It would be nice if Council were told of anything involving teaching and learning.

NEW BUSINESS – ACADEMIC SENATE MISSION AND GOALS STATEMENTS Our mission statement and a statement of possible goals were distributed at our last meeting and are on the Senate website for members to review and discuss with people in their divisions. Jeremy pointed out Senate

recommendations can be ignored by administration, but they are supposed to rely primarily on them. Governing Council accepted the mission statement by consensus.

Suggestions in discussion of the goals: In point 1, change “Comprehensive Program Review” to “Program Review.” In point 7, it is important that the PIV process remain faculty driven. Delete point 11, “Update/revise Academic Senate website,” since that work is being done. Add consideration of the alternative calendar, and examination of minimum quals. We missed this year’s state cutoff date for min quals revisions, but we can submit suggested updates to the state senate for its future consideration.

Eileen reported Canada’s senate dues are now \$100/year. At a future meeting we might get someone from Canada to discuss how they plan to use the additional funding. It could provide lots of money for professional development. We could expand point 10, “Decide allocation of Senate monies” to include considering raising Senate dues.

Dan said point 12, “AFT & Senate look at areas of collaboration,” has never been formally attempted. We do it informally, more so in recent years. Let’s propose a meeting of Senate leaders with the AFT Executive Committee, maybe on a Saturday. Jeremy said different campuses have different views of the Senate-AFT relationship. At CSM and Canada the two have marched stride for stride. The relationship has gradually warmed over the years. Do it in a more focused way to produce better results. Diana will take the meeting proposal forward to DAS.

Madeleine asked for something looking at the impact of increased administrative tasks on faculty workload. They must be a real feature of our workload, and we need ideas beyond having more flex days. Diana will take that to DAS. She will also take forward the status of CurricUNET or similar curriculum tool. She would like that to move forward, even if only at CSM. Curriculum paperwork is a big issue, and more changes are coming up. Jeremy said a group of lawyers in Sacramento is clarifying state hour by arrangement requirements. A faculty discipline expert must be present during HBA activities. Huy said faculty were present for HBA activities at his undergraduate school. West Valley had to give back money, and got bad publicity, for HBA abuses.

Jeremy said we should make a strong request, or pass a resolution, that we buy CurricUNET. Diana favored a resolution. The state has adopted CurricUNET, so why don’t we have an electronic solution in place? It will streamline work for everyone on campus. We agree we need a system, and feel CurricUNET is the best. We will work on resolution language at our next meeting.

Huy Tran asked on behalf of the Math/Science Division about the 25 hour faculty workweek. Dan said the 25 hours on campus includes scheduled classes, office hours, or other assigned professional duties, but full-time faculty no longer have to be here all five days.

NEW BUSINESS – BUILDING 15 SWING An office chart has been set up for the move of building 15 occupants to Building 12. Those affected by it should be sure to pay attention to announcements. Everything will be moved out, including equipment and storage. Boxes will be provided. The goal is to make the move during Spring break 2009. Persons needing confidentiality in working with students will move to Building 1. Faculty with such additional needs should contact Barry Chin in the Construction Planning Department.

Building 15 should be reoccupied by January 2010, at which time Building 17 occupants will move into swing space. Buildings 10 and 11 come down in June 2010 to meet the deadline for construction funding. That funding is in the pipeline and will not be affected by the financial meltdown.

NEW BUSINESS – NOV. 3 ACCREDITATION SITE VISIT Diana met with the team about program review, and Jeremy and Eileen met with them about SLOs. The meetings took place in the president’s conference room, the VPI’s office, and the SoTL Center. The team seemed very impressed

with the work we had done, including our binders full of SLOs and our understanding of what we needed to work on. They were also impressed with our work on program review and program improvement and viability. They acknowledged we had done a lot of work and pulled a lot together, but they want to see action, including assessment plans, what we did as a result, and how well that worked. They are expecting this completed in October '09. It is likely that the college will remain on warning until then. We have eight recommendations. This site visit was for only four of them.

Our work responsibilities won't decrease after this visit. The majority of the four remaining recommendations affect the district. Since they don't accredit the district, they make the recommendations to all three colleges. A big issue is tying SLO assessment to faculty evaluation. We have to respond to it, though it may go to court. Dan said no decision has been made on whether to litigate the issue.

Jeremy asked the team what we had to do. Cabrillo's approach, evaluating whether faculty participated in the SLO process, was found acceptable last year and is still acceptable. Dan said evaluating individual faculty on the basis of SLO assessments is a violation of the Rodda Act.

Huy asked whether faculty could simply write easily achievable SLOs, like students writing their own tests. Jeremy pointed out programs have to demonstrate new faculty and equipment needs through gaps identified in SLO assessment. If the assessment says everything is fine, why would a program need anything to make it better? What we are trying to do is stave off an external source setting standards for us. Bernard noted K-12 has such an external source in No Child Left Behind. Schools not meeting that external mandate are given a rigid curriculum and no say so. We wouldn't want that. Let's do the extra work and keep control over our standards.

Diana and Jeremy reported we got favorable reviews on program review and SLOs, but the visiting team lowered the boom early in the visit, expecting action. They said we had lots of great plans but we need to implement them. The team needs to see what we do with our SLOs and our program reviews. ACCJC has no patience with recommendations which have been made for the last 12 years not being addressed. For example, for the past 12 years there has been no funding allocation or plan to replace outdated technology. They want action, not more plans. They want to see the results of our assessment, what we did as a result, and how it tied in with faculty hires and equipment. The process, in their phrase, goes up the tower and down the tower. We want to build our process in a way we think will work. We need to pick perhaps three to five specific recommendations and act on them first. Canada had to submit documents but had no site visit. There will be no word for CSM or for Canada until the commission meets in January.

PRESIDENT'S REPORT Diana reported the big topic at **College Council** was reassigned time for the BSI Coordinator. **District Shared Governance Council (DSGC)** is looking at recommendations from its constituencies on proposed changes to section 2.09 of District Rules and Regs. Jeremy pointed out consensus is required to change DSGC's consensus model.

College Council discussed smoking policy. There have been few complaints, but some want smoking areas moved closer to the parking lots. Designated smoking areas have been affected by construction. An area near the library has been moved close to the food service.

The training program for teaching **online courses** had a lot in it, but tried to cover too much. People needed more than 25 hours. The District will offer a training program. One funding possibility is \$1500 from the District for the first part of the program, then \$1500 from the college to finish it. Points in discussion: A problem is we don't have people qualified to support what faculty want to do online. A goal is to have an instructional design person for that purpose. Where would the money come from? We could approach current faculty to help train new faculty. We don't know who's teaching on which

platform, such as eCollege or Web Access. Everybody's working in a vacuum. Diana announced a SoTL presentation Friday about experiences of those who have been teaching online.

Jeremy said we're past the original purpose of CTL, which was to get faculty to use computers. Now we don't know what to do with it. Our two online course platforms meet paradigm differences, not program differences. eCollege outsources technological and instructional help with a hotline, so we won't have to hire people. Moodle is open source. It should be cheaper, but it has higher long term costs because we have to hire support people. We are using both. eCollege is the recommended standard platform. Diana will attend the next DEAC meeting.

Teresa Morris introduced Web Services Librarian Michele Alaniz, who started here in September. Governing Council will come back to the question of whether to continue the Library Committee.

INFORMATION/ANNOUNCEMENTS The San Mateo County **Educational Summit** for K-16 will be on Feb. 16. Its purpose is to see how to partner on transitioning students from high school to college, middle school to high school, etc. It is faculty driven, but will involve the Superintendent of Schools and top education department people. There will be breakout sessions. Canada and Skyline are partnering with high schools. Why aren't we doing more with the high schools, especially in the San Mateo Union High School District? Our opposition to concurrent enrollment hurt us, but the summit is not about concurrent enrollment. We need permission to approach the high schools.

Diana announced three **all-college meetings**. On Nov. 17 Kathy Blackwood will talk at 1:30 in 36-109 about the **district budget**. This will roll into a meeting with Mike Claire and Rick Ambrose on understanding the CSM **budget planning process**. Members are encouraged to attend. Kathy brought a lot of good information to DSGC about where we stand, where we will be next year, and the Lehman loss.

On Nov. 21 at 2 pm there will be an all-college meeting about the **alternative calendar**. Vice Chancellor of Special Projects Marilyn McBride has graphs and diagrams of how everything possibly could work. Charlene Frontiera will present for the deans.

Two to three faculty members are needed to serve at the **Holiday Reception** in December.

Members discussed consequences for CSM of **CSU's limiting admissions** and rolling back registration. Who is in charge of anticipating how that will affect us and telling us – John Sewart, Mike Claire, the Enrollment Management Committee? We could send a “we're here for you” message to students turned away by CSU or to people who took the SAT. CSU might work with us or give us names, though there might be privacy issues with that. Cabrillo and SRJC are over their caps and lose money on new students. We have an enrollment cap, but we are well below it. Alas, cap and trade of students is illegal.

ADJOURNMENT The meeting was adjourned at 3:57 pm. The next meeting will be Nov. 25, 2008.