



Governing Council Meeting

Dec. 9, 2008 minutes

Members Present

Diana Bennett	President	Teresa Morris	Library
Eileen O'Brien	Vice President	Kevin Sinarle	Counseling
Lloyd Davis	Secretary	Huy Tran	Math/Science
Rosemary Nurre	Treasurer	Ruth Turner	Student Services
Bernard Gershenson	Language Arts	Joe Mangan	PE/Athletics

Others Attending

Tania Beliz	Math/Science	Dan Kaplan	AFT
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CALL TO ORDER The meeting was called to order at 2:20 pm. The agenda was approved, with the class size resolution item changed from action to information. The minutes of Nov. 25, 2008 were approved. Governing Council will meet Tuesday Dec. 16 at 2:15 pm to hear the PIV Committee reports.

NEW BUSINESS – CLASS SIZE RESOLUTION At our last meeting, Governing Council called for a joint faculty/administration committee to develop class size guidelines for college curriculum committees. District Academic Senate heard that request at its Dec. 8 meeting. Eileen O'Brien will report.

NEW BUSINESS – BALANCED BUDGET FRAMEWORK Yesterday (12/8) the Budget Planning Committee (BPC) came up with a budget framework for the college, with scenarios assuming 3, 5, 7, and 10 % cuts. The framework goes to College Council tomorrow (12/10) for approval. Diana will email the scenarios when they are approved. Cancellations will happen in January based on the governor's budget report. We are setting up a framework for contingencies now. First on the block was everything we could cut or reduce without cancelling classes. The number one goal was to keep as many classes open as possible. Deans are now looking at areas to cut other than classes, such as photocopying. They are also looking at data on classes with historically low enrolment, and will cancel some after talking with affected faculty. Both VPI Susan Estes and the deans are involved in cancellation decisions. No massive class cancellation is envisioned.

In general classes with fewer than 20 students will be cancelled, even if other sections of the same course have high enrollment, but there are some exceptions. In a course with multiple sections, low enrollment sections may be combined, even if they meet at different times and some students in the cancelled section cannot attend at the other hour. Advanced courses could be cancelled, but one of a kind classes or service programs will be given consideration. We will not cancel programs, but will look at what courses will be cancelled. Some sequence courses good for multiple degrees may be allowed to run with fewer than 20 students. Anything with regulatory or contractual obligations for fewer than 20, such as nursing and English composition, will not be cancelled. Full-timers with low enrolled sections may be reassigned to other courses in their FSAs or for which they have minimum quals. Full-time faculty must get full loads, so some classes are being reassigned from part-timers to full-timers, and some low enrollment classes may run. No action will be taken on PIV programs until their committee reports are in. These policies are for CSM only, but there are comparable policies at Skyline and Canada. The three colleges are working together to have similar if not identical policies.

Classes with 10 or fewer will be cancelled very soon, and classes with 16 or 17 will be cancelled January 7 or 8, when the policy will be strictly enforced. We have the highest enrolment ever for this date (12/9) because we are telling students to register. CSU, with total enrollment about 450,000, announced yesterday it is cutting 10,000 students statewide. That will affect us, and the timing couldn't be worse.

Points in discussion: If we cut sections now we can get affected students into other sections. In Student Services, 75% of classes were cut Dec. 4, and there were staff cuts. The evening hybrid course was cut. The last time it was offered it ran with 28 students but had only eight students two weeks before the start of the semester. It is important to be considerate of part-time faculty who won't be returning in spring, and to keep them informed. Adjuncts with more seniority can bump those with less, but only 15 or more days before classes begin. Dan is seeking clarifications on whether the 15 days are calendar days or business days. Either way there will not be a lot of opportunity for senior part-time faculty to exercise bumping rights. The administration put in the 15 day limit to avoid the chaos of a domino affect.

When a class is cancelled it is taken off WebSMART and students can no longer enroll. Student Services sends a message to its students announcing the cancellation, offering options for other courses, and giving contact information of student services people. A student can get a response by phone, by email, or in person. However the cancellation messages are sent out on the new my.smccd email, which many students do not check.

Discussion followed on how students wanting to register can get information about open classes and wait lists. Lists of open classes, updated daily, used to be posted in many locations. Some deans now make updated lists of courses in their divisions available. Counselors can get complete information from Banner, and some information is available on WebSMART, but it is hard to find. Students need a list of open classes or access to a tool to get such information. Eileen suggested putting at the front of the CSM home page a way for students to check which classes are open or waitlisted.

President Claire sent a college-wide email Dec. 1 on budget issues. Chancellor Galatolo will conduct an open forum on the district budget Monday 12/15 at 2 pm in 18-306. The senate has communicated to administration the need for transparency. The BPC finalized the CSM budget balancing process yesterday, subject to College Council and administration approval. Specific actions will depend on the governor's budget.

NEW BUSINESS – PIV PROGRAMS In March 2008 VPI Susan Estes forwarded to Governing Council a recommendation from the Budget Subcommittee that four programs undergo the Program Improvement and Viability (PIV) process: media group (graphics, journalism, multimedia, broadcasting, film production); German; library science; drafting technology, machine tool technology, manufacturing and industrial technology, and welding. A committee was formed for each, and final committee reports were due Dec. 1. All have been submitted to COI, which will review them on Dec. 11, after which Diana will email the recommendations to all faculty. Each PIV Committee will give a ten minute presentation, with five minutes of Q&A between COI members and PIV committee members. The COI's role is to look at whether the PIV process was followed. Governing Council will have a special meeting Tuesday, Dec. 16, to review and approve the recommendations. At our Dec. 16 meeting, PIV committee members will make their presentations, and we can discuss their recommendations with them and with affected faculty.

Rosemary asked whether we are being fair to those programs. Had we done a better job promoting them, might some of them not need to die? She observed the accounting program was promoted largely by the accounting department. Its enrollments are good but could be much better with active PR involvement and advertising dollars. Other under-promoted programs could be suffering, even if they are championed internally. Kevin noted it is hard for a program staffed mostly by part timers to promote itself. Diana said the PIV committees look at everything possible, so would have considered that.

President Claire wants to target certain populations, including displaced workers. Eileen works with PeninsulaWorks One Stop Centers, which provide employment and training services. At a recent meeting, PeninsulaWorks members took notes on our accounting program.

Three types of recommendation are possible: minor changes, major changes, or discontinuance. On Dec. 16 we can ask committee members, affected faculty and others about their recommendations. The PIV process is faculty driven. The PIV committees will determine the recommendations to Susan and Mike. The Senate charge is to look at the whole picture. We don't have to approve the recommendations, but Diana observed such things are generally approved or not at the senate level. The administration trusts our judgment. The reason for a special meeting is to allow immediate action. We don't want to leave faculty under PIV in limbo over the holidays. One exception: drafting technology has been given a one month extension because a faculty member on its PIV committee was unable to serve.

NEW BUSINESS – CLASS SIZE RESOLUTION Eileen reported COI will discuss guidelines for determining class size, including who will set them, how they should be developed, and how to have consistency among the colleges. The three curriculum committees will form a joint task force.

NEW BUSINESS – SUPPORT FOR FACULTY DURING TIMES OF REDUCTIONS Eileen reported DAS president Patty Dilko will write and mail a letter to part-timers who won't be here in spring. DAS wants to provide information on unemployment benefits, resumes, job goals, and community services such as the one stop center. In the past, adjuncts were not notified about cuts; they just were not offered classes. CSM is likely to have more cuts than other colleges, and the cuts may be deep, even affecting people with seniority. Send Eileen suggestions for her to forward to Patty.

Diana asserted it is our duty as a community to assist adjuncts, to show we appreciate the work they have done and that we feel bad when they don't have classes. Besides the financial part, cuts have a personal and emotional side. Teresa said we ask our part-timers for engagement, e.g. on SLOs, but we disengage from them. Eileen said when corporations have layoffs, they refer people to outplacement firms for help with resumes, interviewing, and job placement resources. This conveys a sense that the people are still important members of the community. We don't have that kind of relationship, but it's good to provide that extra support. It will be hard for people to find jobs. Kevin said when he was a part-timer he didn't know about bumping rights. Dan said most deans have mentioned bumping rights, but there are few days left to exercise them. The 15 day limit has been in the contract for only a few years.

AFT announces at the end of each spring semester that all part-timers are eligible for unemployment benefits, for example in <http://aft1493.org/advo/advo5-08.pdf>, page 7. As a class, part-timers are eligible by the Cervisi decision (Cervisi v. Unemployment Insurance Appeals Board, 1989 .) The state Court of Appeals ruled part-timers as a class can be eligible for benefits because they don't have job security. Contact Dan Kaplan for information explaining the claims process. If denied, Dan can help with appeals.

NEW BUSINESS – DISTRICT RULES AND REGS 6.32 (EDUCATIONAL MATERIALS) In proposed revisions of 6.32, the section on broadcast educational materials (KCSM) has been dropped, and language about royalties for faculty authors of non-broadcast materials has been changed. Governing Council will vote on these revisions at our next meeting. Members should review the changes and discuss them with constituents.

Royalties for materials developed by faculty are a negotiated item. Skyline has called for a task force with AFT and distance education representatives, plus two faculty representatives from each college. The task force should have two to four meetings in spring, and make recommendations to DAS and AFT.

Paragraph 2a in the revision of 6.32 says materials produced as part of the employee's assigned duties, including professional development leaves, are property of the district. "Including professional development leaves" was added. Dan said he is bothered by this. What kind of professional

development leave? There is contract language to the contrary about sabbaticals. In any case, this is a negotiable item. At this time only six instructors are affected, all part-timers. They have been collecting royalties for years.

Eileen has written three books over a 15 year period. They are distributed through the college bookstores and are covered by a materials fee. The bookstore has to send materials it sells out to an agency which checks whether the information is from other sources. Distributing the materials in the classroom rather than in the bookstore avoids that copyright check. Students pay a modest materials fee. Teresa said the copyright check is required by a late '80s court decision. It adds a few dollars to the cost of materials.

Diana said this sounds like something the entire senate should vote on. AFT could review the language on its own, then negotiate, but a task force can make recommendations for the negotiators.

6.32, which says the District will not pay royalties to faculty, was passed in 1991 but has not been enforced. Dan said policy should conform to past practice. There is a disconnect among policy, past action, and what this revision says. Diana said the Senate should do nothing until AFT negotiates it, but members should get feedback to AFT during negotiations. Several affected faculty are working with AFT on this; they got an email from Kathy Blackwood saying the District will collect royalties, but the District has postponed enforcement from Spring '09 to Fall '09.

The other parts of 6.32 are not negotiable.

NEW BUSINESS – FACULTY EVALUATIONS BY STUDENTS Diana brought a concern of two faculty members to Governing Council: Some full-time tenured faculty members aren't doing what they should be, and our formal evaluation does not document this in a timely manner. One possibility is to implement an online evaluation by students of every course every semester. Faculty could see the results after the semester ends, give a written response, and the results would be kept in their file for use in the formal evaluation process. San Jose State does this. Several Governing Council members conduct such evaluations already, using online tools like WebAccess or SurveyMonkey, sometimes with help from John Sewart's office, to get ideas to improve their classes.

Dan said this is OK if it is voluntary, but if it is required, it must be negotiated. Evaluation procedures from the AB 1725 Policy Trust Committee are in place. Any additional requirement would have to be negotiated by AFT and the district. Points in discussion: The senate could recommend the practice to faculty, but not make it part of the faculty evaluation process. However, the idea was motivated by concern about faculty who are not doing a proper job, so to be effective it would need to be mandatory. We have deadwood, and we need a way to get them out. Some people take tenure as a license. Students have reported some faculty don't care and do nothing to help students. Corrective measures are needed. Dan said tenure is about due process. He doubts the system is broken, or that there is much bad teaching. When there is, corrective action is taken.

Points in discussion of student feedback: RateMyProfessors.com is not a serious evaluation tool, but students take it seriously. We should have another way for students to voice their opinions. Some do so in counseling sessions. Without student surveys, or observation by peers between regular evaluations, students don't have an effective voice. Besides contributing to faculty evaluation and giving students a voice, online surveys could assist in SLO assessment.

Dan said the idea of regular online evaluations may be OK, but it needs to go through proper protocol. This has been on the AFT/Academic Senate summit agenda for some time, and could be a future agenda item for the senate. It is better to have a systematic way to obtain student feedback, structured in a more rigorous, scientific, constructive way.

Rosemary recommended going forward with a request to AFT that this be an item for negotiation. Bernard said it is an important goal, but we should also look at how much more work we will create for ourselves. The data would be on line, but we would have a lot to read through for each person, and it would be a headache in cases where things were not OK. That is not a reason not to do it, but we are complaining about our governance share already.

Diana summarized: Governing Council likes the idea of making online surveys in every course part of the evaluation process, but there are logistical issues and the AFT needs to look at it. Points in discussion: It is worth exploring but it could backfire. We could offer it to the faculty as a possibility. Many do it voluntarily already. It is a way for students to give feedback. Who could access the data – students, deans, instructors? Instructors could voluntarily put it in their own portfolios. That could be a good alternative. Deadwood faculty members are reported by students and colleagues, but often nothing changes, even after a comprehensive evaluation. Problems should show up in evaluations, but as Huy Tran pointed out, even a weak faculty member can give one good lecture every few years. Adjuncts should do online evaluations every semester, with a positive, not punitive, perspective. Online evaluation questions can be different from those on the bubble form students now use. A problem with doing an online evaluation in class is the whole class would have to have access to a computer.

We will continue this discussion at our next meeting to make more concrete our ideas for using it for evaluation as well as self-improvement. Diana will take our recommendation to DAS, taking note of features that would need to be negotiated.

College Council learned the task force on smoking will need a few meetings to evaluate smoking policy. Do we want changes like moving smoking areas toward parking lots, bad weather covers for smoking areas, or even a nonsmoking campus? Teeka will be a faculty representative. Others are welcome to join.

PRESIDENT'S REPORT Diana reported **District Shared Governance Council** heard updates from Kathy Blackwood on the budget and bond issue facilities work. Discussion continued on renumbering and revision of District Rules and Regs. The District wants these updates for accreditation purposes. 6.08, Small Class Guidelines, will be renumbered 6.04. Work continues on 6.14, 6.16, and 6.20. Jing Luan and Patty Dilko gave updates on strategic planning.

The three college presidents are working together on a synchronized policy, but Skyline and Canada are not yet acting on cuts. President Claire will wait on sending letters to students about cuts. We don't want to scare our students to our sister colleges. .

VICE-PRESIDENT'S REPORT Eileen reported **District Academic Senate** heard a presentation from Skyline's Lucia Lachmayr about the **Cal-PASS** program, a focus of the San Mateo county educational summit. The primary members of Cal-PASS are high schools and colleges. These institutions are reporting data about student test performance. SMCCCD colleges will work with their feeder high schools. 70% of our students from feeder high schools do not test into college level math and English. Cal-PASS is focusing on high school bridge programs – middle school to high school and high school to college. There are separate task forces for math, English, and ESL. All three colleges are represented on the ESL task force, but only Skyline is on those for math and English. Task force members share information, checking, for example, for consistency among courses (e.g. Algebra I in middle school, high school, and college.) Many on the faculty don't know about Cal-PASS. The state recommends we get more faculty onto the task forces and have them make presentations to the senate and College Council, and increase faculty involvement.

COMMITTEE REPORTS

PLUS/MINUS GRADING PILOT The idea is to use plus/minus grading for three semesters, then make a recommendation based on its effect on GPA. Faculty will give grades with (or without) pluses and minuses. A ghost screen will be used, allowing students to see only their straight letter grade. With three semesters of data, the effect on GPA will be assessed. If plus/minus grading does not impact students negatively, just continue it. Make a recommendation to the Board of Trustees in 2010/11. Foothill used this approach. The details need to be worked out.

COMPRESSED CALENDAR TASK FORCE The task force met on campus and identified positives for a 15 week calendar, including student satisfaction with it at other schools, it can be marketed to the community to attract students, it allows faculty more professional development time, and it improves retention. The task force wants to survey students. The calendar is not a done deal. Math/Science is concerned about scheduling labs in our limited science facilities. The calendar committee has three representatives from Math/Science (Dean Charlene Frontiera and faculty members Tania Beliz and David Locke.) Broader representation on the calendar task force would be desirable.

TREASURER'S REPORT Rosemary reported we have a little over \$1200. We have talked about raising senate dues, but we would need a rationale. We support Christmas and retirement parties, and in recent years we sent faculty to the Great Teachers Seminar, at \$700 each.

CURRICULUM TOOLS TASK FORCE Laura Demsetz and Stacey Grasso represent CSM. There will be presentations on the different curriculum tools, as follows (locations to be determined):

Feb 9 (2:30-4:00) ITPI – WebCMS

Feb. 11 (2:30-4:00) Decision Academic – Curriculum Manager

Feb. 17 (2:30-4:00) CurricuNET

The District Curriculum Committee felt we needed to look at several options.

SMOKING POLICY TASK FORCE The task force is looking at more enforcement, limiting smoking to parking lots, and more signage. Teeka James represents the faculty. The other members are Jennifer Hughes, Diane Martinez, Fauzi Hamadeh, and a student. It expects to need at most two more meetings.

FUTURE AGENDA ITEMS Faculty evaluation by students will be a future agenda item.

ADJOURNMENT The meeting was adjourned at 4:00 pm. The next regular meeting will be Jan. 27, 2009. There will be a special meeting to consider PIV recommendations on Dec. 16, 2008.