



**Governing Council Meeting**

**Mar. 10, 2009 minutes**

**MEMBERS PRESENT**

<b>President</b>	Diana Bennett	<b>Language Arts</b>	Bernard Gershenson
<b>Vice President</b>	Eileen O'Brien		Madeleine Murphy
<b>Secretary</b>	Lloyd Davis	<b>Library</b>	Teresa Morris
<b>Treasurer</b>	Rosemary Nurre	<b>Math/Science</b>	Huy Tran
<b>Business/Technology</b>	Suzanne Russell	<b>Student Services</b>	Ruth Turner
	Lilya Vorobey		Kevin Sinarle

**MEMBERS ABSENT**

<b>P.E./Athletics</b>	Joe Mangan	<b>Creative Arts/ Social Science</b>	Jim Robertson
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**OTHERS ATTENDING**

<b>AFT</b>	Dan Kaplan	<b>Business/Technology</b>	Kathy Ross, Dean
<b>ASCSM</b>	Francisco Duarte	<b>Math/Science</b>	Laura Demsetz
			David Locke

**SUMMARY**

- **Drafting PIV committee recommendations for major changes in the program were approved**
- **Welding Task Force will continue under Lilya Vorobey and report on March 24**
- **Curriculum Management Task Force announces a CurricuNET demo for SLO coordinators on April 13.**
- **Compressed Calendar Task Force asks faculty for input on scheduling and facilities feasibility issues**
- **District Rules and Regs Chapter 6: proposed revisions need faculty input**
- **State legal opinion prohibits giving course grade of F or Incomplete as penalty for cheating**
- **17/15/10N task force seeks faculty input on the Learning Center**
- **Plus/Minus Grading: beta version this summer, pilot version this fall**
- **Vice-Presidential nominee sought for Governing Council**
- **Signatures needed to revise District Academic Senate bylaws**

**CALL TO ORDER** The meeting was called to order at 2:23 pm. The agenda was approved, with committee and task force reports moved up to just after the welding task force update. The minutes of Feb. 24, 2009 were approved.

**DRAFTING PIV RECOMMENDATION** Laura Demsetz reported on the Drafting PIV committee. Diana has collated responses to the questions raised by the committee. Two of the three committee members, Kathy Ross and Laura Demsetz, are at today's meeting, along with program faculty member Lilya Vorobey. The PIV committee called its recommended change minor because it is not a huge departure from the current program. The change seems more than minor, since major work is involved in reorganizing components of the current program. An extension of the current curriculum is not a major change in direction. The same software tools would be used. The program would not be sustainable with those changes, without marketing support, a second lab, and institutional commitment to keep software current and hardware functional. Building 19 is adequate if the other changes are made.

Drafting has one lab with three year old computers, which will be good for a few years. New computers are needed for the lab lost to the student center. We are two upgrades behind in AutoCAD and one in SolidWorks. There was concern about having only one full-timer carry on the program. Coordination with other programs was considered. For years, requests were made to integrate drafting with industrial design, but that didn't happen and now the facilities are gone. Hardware sharing with digital media will not be possible because drafting uses PC tools and digital media uses MACs. The possibility of an engineering/architecture/drafting cluster was considered. Engineering has a class using both AutoCAD and SolidWorks, and AutoCAD add-ons could be used. Requirements dictated by transfer institutions do not allow overlapping the courses, so there would be no enrollment benefit to the drafting program. At the District level, there is overlap with Canada's Interior Design program.

Should drafting remain a single program? There is little benefit to combinations. Digital media uses different hardware and software. Engineering and architecture need to satisfy transfer requirements. Industrial design facilities are gone. With funding, space, and institutional commitment, Drafting could have gone in together with Industrial Technology, but that was unrealized.

External funding from Perkins funds is possible, but they require college support. Lilya has done a great job getting equipment donations. There are opportunities for donations of current equipment. The District does not have an industrial design program. Technically, manufacturing technology, a 1950s title that has not been updated, is industrial design.

Laura stated the PIV process looks at the need for and the educational viability of the program. The PIV recommendation then goes up the ladder to COI and President's Council. Diana, who is on the Budget Planning Committee, said our job is to give an appropriate recommendation that doesn't get overturned by administration. We need to get our ducks in a row and make a strong recommendation approved by COI and Governing Council. She recommended calling the drafting recommendation a major change, or it is likely to be overturned. The choice (major or minor) affects BPC priorities. Laura said drafting's reconfiguring of an existing program seemed minor compared to digital media's pulling together four programs. Lilya stated AutoDesk gifted the program for two years. We have to restart, and after an initial \$16,000 for software pay \$3000/yr for upgrades. Laura added SolidWorks costs \$900 for each 20 seat lab. Dan questioned whether any changes through the PIV process will be funded. It raises questions about district priorities. Now that the state has a budget, the financial situation is better, and they are seeking to hire more classified people. Programs like this are not the priority. Raise the issue forcefully around the priorities of the administration. Why can't they afford a few thousand dollars for this, when they're talking about hiring seven or eight people? Laura pointed out we don't know about the need for those positions.

Points in discussion: The program is important, but is the college ready to make the necessary investment to make it viable? Can we get institutional support for current software, and for reassigned time for Lilya Vorobey to reconfigure the courses? Governing Council has a responsibility to advocate for the program, not for what happens at the next level. In the proposal, use whatever language – "major" or "minor" – will do the most good. BPC will look at the cost. Do not make unreasonable requests, but take the opportunity to say what the program needs. Use a pedagogical standard. The college can concur with or override our recommendations.

The program will stay in Building 19. A new lab with computers would cost \$40,000. The software cost would be \$20,000 to \$25,000. When Student Services took what had been the second lab, 19-204, second-hand computers slated for that lab went elsewhere. It would be nice to start with 30 students. Major vs. minor is a matter of interpretation. It's minor because we don't plan to make a significant curriculum change. It's major because it will mean spending a lot of money. We don't want it go into a stack of minor changes and be rejected because it needs money.

We are asked to choose between major and minor, but we are given no definitions. We face a \$2.2 million deficit in 2009-10. "Major" will help drafting's case. The program needs a second lab next semester, but we can't go there at this time. We think about major vs. minor pedagogically, while the administration thinks in budget terms. We should just describe what the program needs. MSU (Gershenson/Morris) to approve the recommendation with "minor" changed to "major." Laura will make that change in the PIV report.

**WELDING TASK FORCE** The special task force has another meeting this month and will report at the next Governing Council meeting. If an off campus location can be found, move the welding program, but if not, find where to store its equipment. Laura is the chair, with Durella Combs, Susan Estes, and an industry representative. Its work needs to be finished in the next two weeks. Lilya will chair it for that period, with Laura continuing to participate. Dan Kaplan urged the special welding task force to contact the San Mateo Labor Council about securing a storage location. Business/Technology dean Kathy Ross is working with them on another project. In two weeks the committee will answer the questions posed in January.

**CURRICULUM MANAGEMENT TASK FORCE** The task force was recommended by DAS and included the District Curriculum Committee and consisted of key curriculum faculty from the colleges to look at the feasibility, effectiveness and efficiency of a curriculum management system district-wide. Laura reported the task force heard three presentations and decided on March 6 that only CurricuNET was worth pursuing. Its interface is the most user-friendly of the three, and it can handle SLOs and program reviews. It costs \$90,000 up front, then \$15,000/yr for the district. The task force has not decided whether to go with CurricuNET or stay with current practices. It decided to have a demo for SLO coordinators, who are looking at other software as well. Laura found it discouraging that the original driving force, the desire to be consistent in numbering prerequisites, was lost in Friday's discussion. That will not affect the decision. There are more people at the table to make decisions since now it involves SLO plus curriculum.

Diana learned at DAS on March 9 that a demo will be held April 13 at 2 p.m. instead of a DAS meeting, and all faculty are strongly encouraged to attend. We are requesting COI, SLOAC coordinators, administrators, and instructional deans to attend the meeting to show their support of the curriculum management system. CurricuNET has the potential to make instruction office and staff curriculum efforts more efficient.

The question at District level is what is best for everyone across the board. CurricuNET now includes SLOs and program review in its system. The state chancellor's office and half of California's community colleges use CurricuNET. With it, we could get information such as course outlines for any course in any community college utilizing CurricuNET.

We are looking for consistency across all three colleges. We have buy-in at CSM from instructional deans and faculty. CurricuNET would upload all our course outlines and prepare our catalog. It could be ready by fall. It would free staff to do other things.

**COMPRESSED CALENDAR TASK FORCE UPDATE** David Locke distributed a working list of feasibility issues of concern to faculty, classified staff, instructional deans, and administration, developed in the December and February task force meetings. Governing Council members are charged with taking this back to divisions, to find things that have been overlooked and should be added.

Diana said DAS is frustrated with district administration, not with the faculty. DAS has repeatedly asked district administration for more information but no one has responded. David's handout has the SharePoint address for calendar information. The compressed calendar has been on and off the table for at least eight years. Consensus from the three colleges has been to keep it on the table, but we need information. DAS will give an update to the Trustees, since it was one of their strategic goals, and let

them know we need the information and are tired of waiting. David said DAS President Patty Dilko said in January we need to develop a schedule of classes for each college to see what the compressed calendar would look like for faculty, facilities, and students who need courses in their major to transfer or get an associate degree in two years. The committee lacks information for individual classes, which it needs to determine feasibility of the calendar for schedules and facilities. Each college is ready and waiting, and has been asking.

**DISTRICT RULES AND REGS – CHAPTER 6** Governing Council has approved all proposed changes through section 6.30, including class size (6.04) and course repetition (formerly 7.35, now 6.17.) About half the work remains, including intellectual property rights. Skyline and Canada have reviewed Chapter 6 already. Diana pointed out proposed changes, about which she will ask for faculty input. Article 23 in the 2008 contract proposals is on **intellectual property rights**. It is on the AFT 1493 web site, <http://www.aft1493.org/AFT1493-Proposals-2008.html#intellectualproperty>. For our discussions it supersedes the IP rights statement from Solano College. Governing Council will consider only pedagogical implications, not bargaining issues. We will send any suggested changes to District AFT.

**LEGAL OPINION 07-12.** Diana will send out an electronic copy of the state legal opinion against giving a W or incomplete grade to discourage cheating. Points in discussion: The state is concerned that the instructor might be wrong about cheating having occurred. But what if the instructor is definitely not wrong, for example having found a student's essay on WriteMyEssay.com? Diana asked members to bring questions to the next meeting. She will have more information then.

Bernard and Madeleine brought up the issue at the Language Arts Division meeting last week. Some of their colleagues were upset about it. What does this legal opinion bind us to? Diana pointed out the decision is from the Chancellor's Office. Instructors cannot fail someone in a course if they cheat, but we can fail then on an assignment or activity and refer the case to Student Services for disciplinary action. In the past, a student caught cheating was sometimes given a failing grade in the class. However, that is not the policy in the catalog, and the language in the catalog is binding. Instructors cannot dis-enroll someone for cheating. Doing so is acting arbitrarily.

Points in discussion: We could ask people for their opinions, but we have to follow the state opinion and the guidelines in the catalog. Patty Dilko will discuss this with administration. Math/Science discussed this issue last semester in a division meeting, and also concluded that we can give an F on an assignment, but not in the course, for cheating. Students who cheat are not often overcome with guilt. In some countries, it is accepted practice for students to copy from others.

Members expressed hope the deans and the VPSS are formally keeping track of repeat offenders. Instructors do not have access to such information. In ESL writing classes, one SLO is for students to know how to paraphrase and quote correctly. All ESL 400 instructors tell students what expectations are, as part of the course curriculum, but not all ESL students come through 400. We could take such proactive steps in other courses. Many students do not know they cannot submit the same paper for two different classes. Diana will get information on this from Jennifer Hughes, or invite her to a future meeting.

**OFFICERS REPORTS** – Diana reported the March 18 College Council meeting was cancelled, so the next meeting will be in April. It has recommended the naming of parking lots be given to ASCSM. The faculty is grumbling about implementation of policies to use less paper.

**PRESIDENT'S COUNCIL UPDATE** The Senate has made it clear the use of **Buildings 17/15/10N** is not a 10+1 issue, but the Learning Center in 10N has a pedagogical function. People on the 17/15/10N task force are considering faculty office space, and have recommended we find two people willing to serve on the committee in reference to the Learning Center. Jeremy Ball is involved with SLOs; he and a second willing person connected to pedagogy or learning community matters could serve. When

Building 17 people saw a student center in Building 17 would make their working life harder, there was a kerfluffle asking President Claire to rethink the decision. It's now musical chairs – all the groups whose homes are not finalized, such as Continuing Ed and the Health Center, are thrown into the mix. We are supposed to solicit everybody's needs, and try to make recommendations to Mike about the use of available spaces. The student lounge is not in 10N because the Learning Center is. Moving the Student Center to 10N would require consultation with Learning Center advocates, but this is not the time to reopen the whole issue of what the Learning Center is for, or to reconfigure it. The Senate was asked to add people to the president's task force, but will not do so. Diana will notify the president's task force to be mindful of the pedagogical learning functions of a learning center.

A DSPS classified person was added to the task force, and at an informal meeting Friday 3/6, everyone, including Jennifer Hughes, agreed the composition of the committee was final. Other members include Charlene Frontiera, Kathy Ross, Sandra Stefani Comerford, and Bob Hasson. Madeleine said we can't use every set of planning questions as an opportunity to open issues again. It is too late to go a different direction. The process must be contained or people will revisit every planning issue. Diana suggested the president's task force consult with faculty regarding the learning functions. The task force is President Claire's, not the Senate's.

Eileen suggested someone other than herself should be on the Distance Education committee because of a scheduling conflict. Madeleine used to go but, seeing no point to it, stopped. Diana asked people who are on committees but can't attend meetings to let her know so she can find replacements, so we will be represented. Diana will have Eileen find a replacement. It is not necessary for the Institutional Planning Committee's Distance Ed Committee to be tied in with the District's Distance Education group. Tania Beliz, who does a lot of on-line courses, is on the District group. Rosemary is on the Institutional Planning Committee. The Distance Ed subcommittee of the IPC had an orientation with a long list of tasks. Eileen will check with Tania about serving, and will look for others. The committee should include someone teaching a distance ed course. Diana missed the latest DSGC meeting because of a conflict with the CSM Budget Planning Committee.

**PLUS/MINUS GRADING** DAS approved using a beta version of plus/minus grading this summer, to fix any technical bugs, and starting a pilot program in the fall. Plus/minus will be turned on for all, but instructors will have the option of giving straight letter grades. During beta and pilot semesters, students will see only straight letter grades. The program will be tweaked as needed for Fall '09. DAS President and respective college senate presidents met with the associated students and shared the process with the students. Also, there is high turnover in ASCSM, and student thinking is subject to change. ITS Director Eric Raznick will look at the data to see if it significantly affects GPAs. If it does not, we will implement plus/minus grading. This data will also be discussed at DAS. Dan asked why a statistically significant difference is a negative. One would expect such a difference from a more refined measurement.

A survey showed 62% of district faculty want plus/minus grading, though Skyline's Governing Council opposed it. Our members were concerned about an instructor using straight letter grades but singling out one or a few students for pluses or minuses. Faculty could reserve pluses and minuses for certain situations, but the grading policy must be stated in the syllabus and must be consistently applied.

Tomorrow (3/11) is a flex day. Diana has sent out to faculty several announcements with suggested flex activities. Instructors who have completed their flex hours may skip it. The flex date is not in the catalog, which has confused both students and instructors. In the future, flex dates will be included in the catalog.

**ASCCC Spring Plenary** will be in April. People attending need to register. The Senate will reimburse registration fees. Please let Diana know if you are interested in participating.

**Election of officers** will be held in late April. Eileen O'Brien will not continue as vice-president. The vice-president usually goes on to be president. Members are encouraged to help in the search, and to include this in their Wednesday alerts.

At its Feb. 9 meeting, District Academic Senate reviewed **DAS bylaws**. The DAS president runs for two one-year terms, after which a recent DAS vice-president is usually elected president, or any current president or vice-president of one of the college senates, or someone who has held such a position within the past three years. DAS now feels two one-year terms are not enough. There is a steep learning curve the first year. The president should run for up to two consecutive two-year terms. This provides continuity. The DAS vice-president, who is selected by DASGC members, should have a one-year term. The three year time limit is too restrictive. For example, it disqualifies former CSM Senate President Tom Diskin from serving as DAS President. Changes to by-laws on membership and functioning of DASGC require 20% signatures from a college. Members were asked to add this to their Wednesday alerts, and to gather names and signatures of full- and part-timers, by 3/13. Signatures must be collected in person.

Patty Dilko has served her two years as Senate President, and may or may not consider another term. Former DAS President Nick Kapp doesn't want to do it. Former CSM Senate President Jeremy Ball will be teaching abroad, and others don't feel ready. In discussion, members supported two year terms, noted the difficulty of finding people to serve, and also the fact that the turnout in Senate elections is low.

The **faculty retirement celebration** is coming up. There are no specific plans yet. Eight or nine people accepted the early retirement incentives.

Send **class size surveys** to Eileen so that she can forward them to Monica Malamud or Dan Kaplan. AFT has results from Skyline and Canada.

**ADJOURNMENT** The meeting was adjourned at 4:20 pm. The next meeting will be Mar. 24, 2009.