



**Governing Council Meeting**

**Mar. 24, 2009 minutes**

**MEMBERS PRESENT**

**President** Diana Bennett  
**Vice President** Eileen O'Brien  
**Secretary** Lloyd Davis  
**Business/Technology** Suzanne Russell  
 Lilya Vorobey  
**Creative Arts/  
 Social Science** Jim Robertson

**Language Arts** Bernard Gershenson  
 Madeleine Murphy  
**Library** Teresa Morris  
**Math/Science** Tania Beliz  
 Huy Tran  
**P.E./Athletics** Joe Mangan  
**Student Services** Kevin Sinarle  
 Ruth Turner

**MEMBERS ABSENT**

**Treasurer** Rosemary Nurre

**OTHERS ATTENDING**

**AFT** Dan Kaplan  
**ASCSM** Chalon Johnson  
**P.E./Athletics** Andreas Wolf, Dean  
 Larry Owens  
 Bret Pollack

**Language Arts** James Carranza  
 Teeka James  
 Jon Kitamura  
 Anne Stafford  
**Math/Science** Laura Demsetz

**SUMMARY**

- **Larry Owens, stepping down as head football coach, asks for support for a second football coaching position.**
- **BPC approves upgrade of PRIE Project Director position. Senate asks about faculty involvement in job announcement and screening committee.**
- **Governing Council recommends Blacksmithing be offered through Community Ed.**
- **CurricUNET demo of curriculum, program review, and SLO functions on April 13.**
- **District Rules and Regs Chapter 6: Come prepared to vote on changes April 14**
- **Vice-Presidential nominee sought for Governing Council**
- **Signatures needed to revise District Academic Senate bylaws**
- **Prepare for lab and lab center program reviews**
- **Adjust policies on cheating to conform to state policy.**

**CALL TO ORDER** The meeting was called to order at 2:20 p.m. The agenda was approved, with a budget report from Rick Ambrose added after the Larry Owens announcement. The minutes of Mar. 10, 2009 were approved.

**WEBACCESS** Diana announced reference documents to be discussed at our meetings will be in a WebAccess account, rather than in email attachments or paper copies. Diana will send out directions for using WebAccess, and will continue to bring agendas.

**LARRY OWENS' ANNOUNCEMENT** Larry has been a full-time faculty member in P.E./Athletics for 19 years, and was an adjunct for five years before that. He came to ask Governing Council's support for a new faculty position. He said he stepped down from a great football program because it had become too much. With no breaks or holidays, one person can't run a program alone. He doesn't want the next coach in that same bind. The job took a toll on Larry physically and personally, as he dedicated himself

to the program and the college. The decision to leave football was tough for Larry and he hopes we understand the situation.

Faculty support is needed, or we'll lose a lot of kids. It's a tough situation because of recruitment. We are the only college in the District with a football program but we will lose kids to CCSF and Foothill. Larry worked to build it from a student standpoint and from an academic standpoint. He put his heart and soul and passion into it, and that took its toll. Larry said he hit the wall and determined he couldn't do it anymore. CSM will lose a lot if we don't fill that position.

P.E./Athletics Dean Andreas Wolf called it a sad moment for the college. Wolf came to CSM three years ago from Skyline. He said he didn't want to deal with the football team or the pool but got both. Bret and Larry have educated him on what they do day to day. The beauty of what they have created is a student-first model, which is what we all want. Two years ago Larry told Andreas the day would come when he would leave football. Wanting to be proactive, Andreas consulted with faculty, and decided with his division to pull all faculty position requests out of program reviews in anticipation of Larry's move. That move has come, and Andreas has asked instructional deans for their support for the position. Larry announced his plans to the team on Wednesday, March 18. On Friday the 20<sup>th</sup> he held a press conference, which was all over the media. Andreas met with the deans today. Their institutional memory is very good, and they supported the position. Today Andreas is asking Governing Council for its blessing for the position.

Bret Pollack has spent 14 years at CSM, nine as a full-timer after five as an adjunct. He started as a swimming coach. He said the effort of a lone coach is to put product on the field. As a second football coach, Bret focused on the academic component. We now have three sections of Writing in the End Zone, and Rob Komars will teach the first section of Math in the End Zone this fall. The academic game plan is to have the two sections, math and English, with daily attendance checks. Bret is their counselor. Without filling his position, the academic component falls off and the program will lose students and quality. Program numbers support it. GPAs, associate degree completion, course completion, scholarship money, and opportunities to move on will not be sustained without the position.

Larry will stay on as a full-time faculty member teaching physical education courses, but not football. Bret, who became an assistant coach in 2001, will stay on as head football coach. Diana expressed appreciation for their work and said their request for a new position will move forward with their program review to the Budget Planning Committee. We will consider any questions at our next meeting.

James Carranza introduced Rob Komars from math and Teeka James, Jon Kitamura and himself from Language Arts, who have been collaborating with Larry and Bret. They came today to support a really successful retention program. Students in the program are 60% African-American, 30% Pacific Islanders, 5% Latino, and 5% white. Students come to play football. Many who don't get to stay enrolled at CSM.

In 2001 the core GPA of these students was 1.55. Now it is 2.38. The number earning associate degrees rose from two in 2001 to 24 last year. In 2007 more than 20 students won scholarships to major universities, worth over \$700,000. The success stories also include students who came into the program and are still here. Bret noted the passing rate for Writing in the End Zone students is 65-70%, compared to 35% for that demographic outside the program, and 65% for all CSM students. James cited program review figures showing the African-American success rate in the program rose from 32% to 58%, only 8 points below the overall college success rate. We are using the football program to promote the academic program. Anne Stafford will join Writing in the End Zone. Teeka said we have created a sustainable, successful intervention for a group of students who are historically underrepresented and underserved. Central to its success is Bret's ability to run around campus making sure things are working properly.

Andreas said we are heavy into recruiting season, and are doing damage control about having only one full-time coach. We want to move quickly. President Claire and VPI Estes asked Andreas to meet with

the instructional deans and Academic Senate before going to BPC. Diana said the Senate would be a supporting body. Andreas said when Bret takes over as head coach we will backfill his present position. Presumably Bret would continue with Writing in the End Zone and help build Math in the End Zone. Diana stated Governing Council will vote on supporting this on April 14, and asked members to ask colleagues to support the position.

**BUDGET PLANNING COMMITTEE** Two meetings ago John Sewart came before the BPC with a proposal and a list of essential functions for a Project Director position in the Office of Planning, Research, and Institutional Effectiveness (PRIE). The position has existed since 1981, but is now vacant because the employee chose to leave over a year ago. John Sewart gave a presentation at the last BPC meeting, in which he addressed concerns about the scope and functions of the office. The issue is to upgrade it, with a salary increase. After the presentation, Rick asked whether the administration can find the money. The response was in order to keep CSM accredited and moving forward, the position is necessary. When we went on warning, senior administration put in a lot of hours to get us off warning, and CSM also hired a consultant. This was not a cost-effective approach. PRIE proposes upgrading the position, justified by the ACCJC report and the long-term need for evidence-based decision making. Mike argued we need a planning process involving research, from which we do evidenced-based decision making, followed by assessment of whether we reached goals and objectives. Qualitative skills will be added to the existing number-crunching, analysis, programming, and web skills required for the job. Qualitative skills include writing skills and doing presentations for grants. As an afterthought, as an institution of higher learning we need these skills at the utmost level. In this new environment, we need someone who can provide the numbers and also communicate them in effective way and represent the college well. Ideally the person should have experience in higher education rather than industry.

Initially the position will be partially funded from fund 3, matriculation funds, but eventually it will be entirely funded from fund 1, operating funds. Consensus of BPC was to go forward, with a salary upgrade of as much as possibly \$18,000 above the present position, but perhaps less. Dan observed John Sewart and Milla McConnell-Tuite do similar work, but Milla is on the faculty salary schedule. We are talking about an additional person who is not on the faculty salary schedule. Rick said a project director at step 3 earns \$59,736-\$65,952. The new position would earn \$76-84,000. After trying using a consultant, PRIE wants to fill the vacancy and reclassify the position as a planning and research institutional analyst. City College of Santa Barbara is among colleges hiring for a similar new position.

Dan asked that Academic Senate see the job announcement before it is sent out. Points in discussion: Check with Mike Claire's office. This is an administrative position. Hiring committees write job descriptions, but they should be open to feedback. Will faculty be on the hiring committee?

The next BPC meeting will be a budget workshop, looking at hard numbers and where we go from here. We expect to carry over a \$300,000 ending balance, but have had to borrow \$1million/yr from the district for two years. The first million we can cover with managed hiring, but we have no idea what to do about the second million, and there is continued uncertainty at the state level. CSM has to come up with ongoing money. We expect the District will give us a lot less than our expenses.

For the last few years, our funding was below our expenditures. We don't yet know '08-'09 ending numbers. Governor's May Revise has been postponed to the first week of June, pending the special election on state budget measures. With state funding due us in February and April pushed back, we must issue revenue anticipation notes to cover operating expenses. We lose the interest income we would have earned, and it costs us interest to borrow the money.

**AMENDED DAS BY-LAWS** Diana asked members to continue gathering signatures to amend DAS by-laws. She will take the signatures we collect to amend DAS by-laws to the next DAS meeting.

**LAB CENTER PROGRAM REVIEW** Reviews are needed for the Oct. 15 ACCJC follow-up report. Students will complete surveys during the month of May, and the PRIE office will compile them and return the results by July 1. The lab and centers program reviews, which are comparable to regular program reviews, are due Aug. 31. They are required for programs with labs or lab centers, such as the Math Resource Center, the sciences, CIS, multimedia, the Writing Center, and the Speech Lab. These labs serve multiple courses in multiple departments. Diana asked for support for asking BPC for stipends for work to be completed during the summer by faculty directly involved in completing the review. There is precedent for that, and we will act on it at our April 14 meeting. Members should find out what the faculty needs are in their divisions.

**CURRICULUM MANAGEMENT TOOL** A task force representing all three colleges narrowed the choice to three such tools, and after presentations of the three at different colleges CurricuNET rose to the top. There will be a final demonstration of CurricuNET Monday April 13 at 2:15 in the District Board Room. It will include 30 minutes on curriculum, 20 minutes on program review, and 20 minutes on its recently added SLO component. Diana has asked key players to attend – curriculum chairs, SLO coordinators, and deans and administrators. CurricuNET for curriculum and program review costs \$90,000 plus a \$27,000/yr update fee, divided among the three colleges. Adding SLOs incurs a \$15,000 up front fee but no change in the annual fee. Laura and Jeremy are working on comparing the costs and ease of use of CurricuNET with those of the tasks as currently performed. The final presentation to the District will be podcasted. Jim pointed out April 13 is the day Building 15 completes its move into Building 12, so Diana excused Building 15 occupants from attending the demo. CurricuNET is used by community colleges throughout the state, including Mission, West Valley, and Ohlone in northern California. We might invite such a college to present pros and cons to our local senate meeting.

**DRAFTING PIV** Laura reviewed where we are. We have talked about drafting, but questions remain on courses in blacksmithing and industrial technology. The PIV report recognizes the enthusiastic audience for the **blacksmithing** class, but notes we will not have facilities for it. Local four-year industrial design programs do not articulate lower division **industrial technology** courses, but do articulate lower division art courses. We have no facilities to continue blacksmithing, and it is unrealistic to expect any with the current budget situation. Drafting is viable, with major modification built around a minor curricular change. Blacksmithing needs physical infrastructure, which we will have for a year longer than we expected but which will go away. We could offer it to community ed, but they don't have facilities either. Lilya Vorobey reported her special welding task force has sent emails to local people associated with large vacant buildings. Will CSM support moving the program if we find a place? That seems unlikely with the present economy. Lilya could get some donations, and in the past has had equipment brought up and installed for free. Blacksmithing was a fundamental course for welding. It taught aspects of metal manipulation welding students didn't understand. However, blacksmithing is not required for welding. It is a standalone course which doesn't feed into anything, and nothing feeds into it. When its full-timers retired, Machine Tool Technology ceased to be a major but was kept on the books since welding required an MTT class for the certificate. Manufacturing technology, whose name is a 1950s term for industrial design, offers no degrees and no certificates.

Dan asked about integrating blacksmithing into the welding curriculum. Lilya said we have welding, machine tool, and fabrication components, as well as blacksmithing/industrial forging (the latter is how cars are made.) Lilya wanted blacksmithing to be a basic class for industrial design, so students could fabricate things they designed. A product-oriented class attracts students. Arts of Industry, a lecture class that covers manufacturing history, issues, and trends, is offered by SFSU. Lilya wanted to get it going here for an industrial design major that never happened.

Points in discussion: Our standalone blacksmithing course is not tied in to an approved curriculum. Our Arts of Industry course, taught only three times so far, also does not tie into a program. The two are among several courses which could be offered through Community Ed, rather than as part of the Manufacturing and Industrial Technology program. The PIV committee had no problem with the

blacksmithing class, but it can't be run without facilities. The committee viewed the industrial design program differently. Our lower division industrial technology courses do not articulate with bachelor's degree industrial design programs. Art courses do. At present CSM has no Industrial Design program.

Diana stated that single courses not feeding into anything would lack a viable reason for running, even with 30 students. The welding task force is still meeting but so far has found no home for welding. Dan asked about enrollments and teaching load in the Manufacturing and Industrial Technology program. Lilya is its only faculty member. Its courses include Blacksmithing, Industrial Materials and Processes, and Arts of Industry. MANU 100, Science for Technology, was offered in Spring 2008, after not being offered for ten years, in support of the electronics quick start program for corporate ed.

Dan asked about tweaking the welding curriculum to include blacksmithing. Lilya replied blacksmithing is not a welding process. Laura said we could discuss incorporating some revised form of blacksmithing into welding, if we find a facility for welding. Diana said offering blacksmithing through Community Ed is a possibility. Machine Tool Technology is a different department, and was once required for welding. The welding recommendations have not been approved, pending the report of the special welding task force. Laura said MANU 100, Science for Technology, is a lecture course not suitable for Community Ed. Only Blacksmithing and Arts of Industry, last taught three semesters ago, have the enrollment numbers. The Senate will ask that Community Ed work with PIV recommendations if courses from PIV are recommended to be offered through Community Ed. Part-time faculty losing credit courses could be used by Community Ed, drawing together the credit and non-credit programs.

Members developed and approved a motion to make blacksmithing available through Community. Laura said the bottom line is acquisition of facilities is unrealistic, so ask the PIV committee to modify its section 5 recommendations to say opportunities for housing blacksmithing in Community Ed should be pursued. To Diana's knowledge, there have been no discussions with either the Welding or the Art Department about incorporating blacksmithing into their programs.

Madeleine suggested saying when facilities are found for blacksmithing make it a Community Ed program, whether welding finds facilities or not. Teresa suggested asking the PIV committee to change the language in its recommendation to state that if facilities become available, make blacksmithing available as a Community Ed offering. MSP to approve that amendment, Bennett abstaining.

Laura said she wants to research all the courses, then redo the whole document and send out a draft. Postpone acting on the blacksmithing and manufacturing courses. Diana said the PIV recommendations need to be clear and very specific.

Jim pointed out we amended the report, but needed a motion to accept report as amended. MSP to approve the motion as amended. Governing Council will consider the remaining recommendations at a later date.

**SPRING ACADEMIC SENATE ELECTIONS** Candidates will be nominated for all four positions. Diana, Lloyd, and Rosemary have agreed to continue as President, Secretary, and Treasurer respectively. We are looking for a person to be vice-president next year who would be able to serve as president the following year. Diana asked members to identify candidates. We need a faculty vote before the end of the semester. Eileen will work with Rick to set up online voting.

**DEAC REPRESENTATIVE** Madeleine Murphy agreed to serve as faculty representative to the district's Distance Education Advisory Committee (DEAC.) Eileen is stepping down from DEAC since she has been unable to attend its meetings this semester. Madeleine, who has served on DEAC in the past, reported DEAC sets up trainings and produces planning documents, umbrella policies, goals, and parameters for distance education programs at the three colleges. DEAC provides guidelines but has no enforcement authority. The CSM Distance Education committee, one of the new committees under the

IPC (Institutional Planning Committee) is now working to define its mission and should be aware of what DEAC is doing. The PRIE website, <http://www.collegeofsanmateo.edu/prie/> has information about the membership and functions of the new college committees. Faculty on the Distance Education Committee are Laura Demsetz (ex officio), Madeleine Murphy, and Rosemary Nurre.

**DISTRICT RULES AND REGS** Members discussed proposed language for several sections of chapter 6 of District Rules and Regs. Jim Robertson asked that 6.22 (formerly 7.35,) Academic Renewal, not be adopted. It states “Previously recorded substandard academic performance (grade of “D”, “F” or “NP”) may be disregarded if it is not reflective of a student’s demonstrated ability.” Jim said such grades were an accurate reflection of performance at the time they were given. Renewal is about future performance. Jim suggested “subsequent demonstrated ability.” Diana will take the suggestion to DAS, and asked members to look carefully at the other sections. Further consideration was postponed until our next meeting, when members will come prepared to take action.

**INTELLECTUAL PROPERTY RIGHTS** Diana charged members to review the language in article 23 of the AFT contract, which she will post on WebAccess, and come to the next meeting prepared to discuss it.

**LEGAL OPINION ON CHEATING** A legal opinion from the state chancellor’s office says students cannot be given failing grades or incompletes as punishment for cheating. DAS wants us to look at our individual and college policies, and make any necessary adjustments to language in the faculty handbook. Diana will post the handbook on WebAccess. Madeleine noted gray areas, such as students of getting someone to correct their grammar before turning in a paper.

**LIBRARY COMMITTEE** Teresa Morris reported the committee lacked a quorum at its meeting Friday March 20 meeting, and will meet again before spring break. Diana said if the committee stays active it will need to update its mission and participate as a member of the IPC.

**ASCCC SPRING PLENARY** will be April 16-18 at the Burlingame Marriott. The vice-president usually attends, but this year Eileen cannot. It is informative and we should be represented. The Senate will pay registration fees for our attendees, who would be expected to attend Saturday 4/18 for voting. .

**RETIREMENT RECEPTION** After handling the event for the past few years, Diana and Eileen have worked out a streamlined procedure. Eileen is taking over the task this year, and would like someone else to help out.

**PRESIDENT’S REPORT** President’s Council discussed the difficulty of finding correct and current information on the college web site. For example, program review information is in five different places, including outdated information on the COI page and the promise of information on a PRIE page which is not yet up. President’s Council identified a task force to review the website architecture for user friendliness. There was mention of a faculty drop box to which faculty could go for everything instead of having to search for forms on many different sites. CurricuNET would help solve some of these problems.

**ADJOURNMENT** The meeting was adjourned at 4:26 pm. The next meeting will be April 14, 2009.