



Academic Senate

COLLEGE of SAN MATEO

Governing Council Meeting

Sept. 22, 2009 minutes

MEMBERS PRESENT

President Diana Bennett
Vice President Huy Tran
Secretary Lloyd Davis
Treasurer Rosemary Nurre
Business/Technology Suzanne Russell
Creative Arts/ Jim Robertson
Social Science Benedict Lim

Language Arts Kate Motoyama
 Daniel Keller
Library Teresa Morris
Math/Science Tania Beliz
 Carlene Tonini
P.E./Athletics Joe Mangan
Student Services Ruth Turner
 Kevin Sinarle

MEMBERS ABSENT

Business/Technology Lilya Vorobey

OTHERS ATTENDING

AFT Dan Kaplan
Library Michele Alaniz
COI Laura Demsetz

SUMMARY

- ASGC recommended continuing the **Library Studies** program with modifications. It will have a major role in helping students satisfy the **information competency** requirement.
- ASGC discussed having a district committee to oversee granting **equivalency** for minimum quals.
- Faculty are advised to check their **FSAs** and apply for others for which they are qualified.
- Members felt this is not the time to pursue the **compressed calendar**.
- An oversight committee could address inequities in the **Semester Abroad** program.
- PRIE is developing surveys on how to improve the **program review and PIV processes**.
- DSGC continues studying **District Rules and Regs**, some of which are in the Senate's purview.
- Get your ideas on **building names** to your Senate and College Council representatives.

CALL TO ORDER The meeting was called to order at 2:16 p.m in 36-109. The agenda, and the minutes of Sept 8, were approved.

LIBRARY STUDIES PIV Governing Council heard the subcommittee report on Sept. 8. Possible recommendations for the program: continue, continue with modifications, consolidate, relocate, put on hiatus, discontinue. Points in discussion: Would modifications be meaningful in view of our stretched resources? Some recommendations relate to information competency (IC), which we must provide. Will meeting that requirement help the Library Studies program? How would it affect enrollments in related courses? Of 296 students who took the IC assessment, only 57 were able to answer at least 55% of the questions correctly. At that rate only 20% of students would test out. We would have to instruct the rest. The IC requirement can be satisfied by a library course, challenge test, or courses that meet criteria to teach and assess for information competency. The requirement is needed for accreditation and was approved last year by COI, effective for students starting in Fall 2010 or later. Students have catalog rights – they are subject only to the requirements in the catalog when they entered their program. Class enrollments in IC courses would have to be high enough. Not all students will meet

the requirement in discipline classes, so we must offer courses to students. What do we do for students who have no other way to meet the requirement and the library studies classes are too small to run? Demand for such Library Studies courses may well rise in 2010, just as demand for Math 120 (intermediate algebra) is expected to go up now that it is a graduation requirement. Discipline faculty should be working with the library on integrating classes with IC components.

WASC also has a computer literacy standard. COI looked at it two years ago and has concluded that, for example, the standard is met by English 100, in which students word process essays and use the internet for data acquisition and analysis. Library Studies courses are transferable.

MSU (Nurre/Motoyama; Morris abstaining) to recommend continuing the Library Studies program with modifications. VPI Susan Estes will be at our next meeting, Oct. 13, to address PIV recommendations.

MINIMUM QUALIFICATIONS (DISCIPLINES LIST) Every two years the state looks at whether changes are needed. A form for recommending changes is on the ASCCC website. Our recommendations go first to DAS, then to ASCCC, which handles the paperwork.

At present there is no CSM or district min quals committee. Some colleges outside our district have one. Do we need one? Points in discussion: at present, when someone puts in for min quals, an ad hoc committee is formed with a discipline faculty member from each campus, and a dean from a different campus. The process is outlined in the contract.

Points in discussion: The proposed group could be a watchdog. It would be hard for one small committee to directly handle many disciplines. Equivalence forms go to the VPI. If someone is approved, they should be allowed to teach at each campus. Some members said they had reason to believe hard-pressed deans may have hired adjuncts who lack min quals, which could become an issue if layoffs and bumping occur. We need to nail down the process for granting equivalence, and we should keep a documented record of equivalence decisions. Dan Kaplan said the possible hiring of people lacking min quals was news to him, and while AFT doesn't have a position his personal opinion is min quals are essential and trump seniority in possible reassignments of instructors if there are program cuts. This shows the need for an oversight committee. AFT and the Senate have overlapping responsibilities. Diana said let's be proactive about what is coming up. There are several forms of equivalency: degree, academic, and professional achievement.

More points in discussion: We want an outline of the process. The Senate and AFT should work together. Faculty who may not meet min quals need to be notified that their jobs may be at risk. The oversight committee should be at the District level. If no committee is needed, don't form one. If one is needed, wrap it into the screening and hiring process. If an applicant doesn't clearly have the degree, refer it to the committee. Some instructors may want to show they meet min quals in areas other than those in which they are currently teaching, in case of program cuts. Diana will take to DAS that there should be a district process, developed in consultation with AFT and tied into screening and hiring.

FSA UPDATE Faculty should check their Faculty Service Areas (FSAs) with their deans, and consider applying for any other areas for which they may be qualified. It is prudent to get FSAs approved in advance of need. Applicants must provide documentation showing they satisfy min quals. Forms are available on the Academic Senate website.

Dan Kaplan heard from a Skyline faculty member that at Skyline, every dean is sending each faculty member the list of their FSAs. The faculty member must sign off on it within a week. Diana reported an email went to CSM deans asking them to have FSAs available for faculty to check, and the deans are aware Diana is announcing this at today's Governing Council meeting. Each dean may be handling it differently. Language Arts people have received an email about this from their dean.

COMPRESSED CALENDAR – DAS discussed two questions: 1) Do we continue looking at the compressed calendar, or not? 2) If we do, do we start a full feasibility study, looking at success, cost, and retention, or do we focus on cost alone? Huy suggested we focus only on areas that would be greatly affected by a calendar change. Diana said the first step is to find what it would cost to go to a compressed calendar, and the second is to look at its effect on programs and scheduling, which would require programs and divisions to make out compressed calendar schedules. Our options: 1) shelve forever 2) shelve a year 3) do cost analysis only, 4) do a full feasibility study.

Tania Beliz, David Locke, and Teresa Morris are on the compressed calendar committee. Tania noted Skyline and CSM do not have the space and time for science labs with a compressed calendar, and with staff cuts, the remaining Skyline staffers don't have time to work on it. She suggested we consider a MW/TTh block schedule with the current academic calendar. At Cañada, math and English want five days a week classes. We could put classes needing five days in one building, and close the other buildings on Fridays. That might not work for voc ed. Points in discussion: A concern about no Friday classes is underuse of facilities. A block schedule allows committee work Fridays, but we lose sections. Calendar work this year would be very stressful, with success unlikely. Last year's work came to a dead end. Members spoke in favor of postponing considering the calendar and questioned the appropriateness of putting resources into it at this time. Diana will take our concerns to DAS.

SEMESTER ABROAD COMMITTEE The semester abroad program has never had anyone assigned to oversee it. Members are now being sought for an ad hoc district committee with faculty from each college who are not participants in the program. At present, a committee reviews applications of faculty applying to teach a semester abroad in Florence or London, and of students for scholarships. Students go abroad Fall and Spring. Some faculty members teach abroad multiple times, which upsets others who want to go.

Points in discussion: All classes taught abroad are transfer-level. Semester Abroad programs have SLOs. Instructors need to follow the course outlines of record. A number of members of the current committee are in or are entering retirement; we need current faculty on the committee. Several faculty participants in recent years have been upset with the consortium sponsoring this. Most districts remunerate faculty for recruiting semester abroad students. Ours does not. Our faculty participants feel they spend a lot of time on recruiting, and there is simmering anger. The administration is sympathetic to the inequity, but we have a budget crisis. Of course the crisis is statewide, and other colleges continue to remunerate faculty for recruiting. Uniformity across the consortium would be good. At least one college has pulled out of the consortium because of the budget crisis. The service fees paid by students for a similar Semester at Sea program varied widely among participating colleges. The new committee should look into equality of treatment of faculty from different districts. Inequality creates controversy and unhappiness.

PROGRAM REVIEW PIV SURVEY Diana spoke with John Sewart and PRIE about a survey. They will have drafts by early October about which we can give feedback, probably of two program review surveys, one for comprehensive and one for annual program review, and of one PIV survey. Each participant would complete only one survey. The surveys will be electronic, with input boxes for text, rather than true/false or multiple choice items. Carlene reported poor results on an electronic student survey. Students didn't know how much longer the survey would take, so they abandoned it in the middle. Inconsistencies among documents may be a problem for us. Diana will check whether faculty doing a survey on the annual review will be able to give input on the comprehensive review. This year we start a new PIV process. Last year's groups used the new form to test it. We want to make changes that work for us. We will include it in CurricUNET program review documents.

No programs are scheduled yet for PIV. Jim observed our PIV process gives a specific timeline. If we move to an accelerated timeline, we will have to change the whole document, or put in an addendum on what can be left out. An accelerated timeline would require a different process. Diana said if we go to a fast track process we must decide on it quickly, by December. She has expressed concern about this to Susan and they will meet and discuss it further. Diana also asked Susan to make sure any affected

program has completed its comprehensive or annual program review. After President Claire's all-college meeting 9/23, campus leaders will meet 9/24 to discuss process.

Points in discussion: The survey is to improve the process we used in nonemergency times. Now that we are in an emergency situation, there must be a different process. We must be clear about what the new process is so we can document it. We want a uniform emergency process. In the area of educational programs, the senate should approve any fast-tracking process for termination or modification. We need a process that protects our programs by allowing them to prove, with evidence, the possibility of their remaining viable. For example, the Library Studies PIV document came up with flexible solutions. We ought not yield and strip the college of programs that provide for our mission and needed fields of study. The Senate needs to be involved in any kind of process revisions. How can we fast track this process and not harm the programs or the mission and integrity of what we are doing? We should also protect the faculty from unnecessary work that won't accomplish anything. If something (like a program cut) is a done deal, don't make people jump thru hoops like welding had to. Balance between keeping the senate involved and not creating unnecessary work, when everyone has so much to do. Diana encouraged everyone to attend the President's Sept. 23 budget meeting.

DISTRICT RULES AND REGS DSGC continued its review of chapter 6 of District Rules and Regs for accreditation at its 9/21 meeting. Last year four areas of interest to Academic Senate were approved: minimum class size (6.04), multiple overlapping enrollment (6.19), grading symbols (6.21), and community ed (6.19). Some proposed changes in other areas were not approved by the District. Changes are identified in DSGC minutes. Some areas the Senate will examine this year are emergency response plans (2.55), and student equity, time place and manner of speech, marketing credit to students, and athletics (7.20-23) Diana will be sending electronic copies from areas pertaining to us, with the old wording in black and the new wording in red.

Points in discussion: There is no thread tying these together. The changes must be vetted by constituencies, then sent back to DAS. Our area is chapter 6. Yesterday DSGC went through a list of items to approve or not approve. Some that didn't make sense or didn't fit in were pulled and sent back to Barbara Christensen. These included prohibition of harassment and student disciplinary sanctions. DSGC is going through all of District Rules and Regs. Chapter 6 is our area. To be approved, its items must be brought to the faculty of each college and the local senate makes and approves any changes before the proposed regulation is sent back to the District.

ASGC GOALS Goals listed on the Senate website need to be updated. Suggestions from members included getting faculty more involved in evaluation of senior administration, focusing the Senate on addressing academic issues while encouraging the administration to focus on administrative issues, looking at goals from the IPC and the Educational Master Plan, and separating goals from objectives, based on their time frames.

BUILDING NAMES A subcommittee of College Council has proposed the following names:

5N: Allied Health and Wellness

10N: College Center

12: East Hall

1: Bortolazzo Hall

Quick approval is desirable to fit in with construction. The Senate is addressing this nonacademic matter because it is important to the college, and the Senate represents the faculty on College Council.

Points in discussion: Functional names with numbers are useful, but our buildings are no longer situated sequentially and building functions may change in future years. This is a revenue generating opportunity. We could sell naming rights to buildings and other things. We need people out lining up potential donors. We could also name buildings for people of historical importance, or who made significant contributions to the college, such as Ralph Lane. Explanatory plaques could be installed. Asked about including, e.g., cosmetology in the name for 5N, Diana pointed out buildings have multiple uses and names can't cover everything. For example, 10N has student services and digital media, plus administrative and faculty

offices. The South Cafeteria, in the old Building 5, had a geographical name. Finding buildings is confusing, but only at first. We need better signage. The District will take over Building 1, for uses including IT, the phone system, and nursing offices.

College Council wants a quick decision. Faculty can email their suggestions to their representatives on College Council (Diana Bennett, Mohsen Janatpour, Eileen O'Brien, and Huy Tran) or on Governing Council. Diana will tell College Council we do not have consensus on the proposed choices, but there is support for functional names, deep pocket names, and honorary names.

COMMITTEE APPOINTMENTS, COMMITTEE REPORTS There were none.

PRESIDENT'S REPORT DAS discussed the compressed calendar and the PIV process. Skyline and Cañada have not yet used PIV processes but will soon, and they asked about ours. Cañada is trying to do a streamlined process. Public Relations and Marketing unveiled a new logo for the college and is considering how best to introduce it to the whole campus. College Council also heard updates on accreditation and on the work of the Institutional Planning Committee and other committees, which had meetings all day on Sept. 18. Program review documents are being read by the IPC and all committees. Each committee has a draft of plans to turn in, aligning IPC with strategic planning. We have five priorities, and are trying to tie everything together.

College Council heard a budget update from President Claire. The Budget Planning Committee (BPC) is looking at strategies to address our serious budget situation. 97% of our budget is in position control (employee salaries and benefits.) BPC will address the overarching strategies to accomplish cuts, but will not decide what specific cuts to make. President Claire makes the final decisions, subject to Board approval. Cochair Rick Ambrose, Jackie Gamelin, and Diana Bennett represent the faculty on BPC.

Huy Tran reported on the Strategic Planning Committee meeting. Last year each campus chose ten priorities from a district list of 52. SPC is aligning our priorities with those of the other colleges and of the district, in line with the educational master plan. One priority is faculty development, including discipline study and teaching skill improvement.

Tania reported President Claire will repeat his Wednesday 9/23 budget presentation for Math/Science people, many of whom have Wednesday afternoon labs, on Friday 9/25 at 2 pm, 36-319.

Diana asked members to contact their faculty after the meeting with updates and requests, e.g. for feedback on building names or to complete a PIV or program review survey. Faculty lists are available from deans.

ADJOURNMENT The meeting was adjourned at 4:04 pm. The next meeting will be Oct. 13, 2009.