



Governing Council Meeting

Oct. 13, 2009 minutes

MEMBERS PRESENT

President Diana Bennett
Vice President Huy Tran
Secretary Lloyd Davis
Treasurer Rosemary Nurre

Business/Technology Suzanne Russell
 Lilya Vorobey

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 Kevin Sinarle

MEMBERS ABSENT

Student Services Ruth Turner

OTHERS ATTENDING* (from a sign-in sheet)

*Attendees were reminded that sign-in is optional, as specified in the Brown Act.

Michele Alaniz	Library	Paddy Moran	Art
Rick Ambrose	Accounting	Angela Orr	Geography
Steve Carlton	Peninsula Symphony	Pittman, Jude	Painting
Steve Cooney	Counseling/Cooperative Work Experience	Mikel Schmidt	P.E./A.P.E./ Health Sci.
Kate Deline	Math/Science	Erin Scholnick	Political Science
Laura Demsetz	COI / Math/Science	Kevin Stacy	Masterworks Chorale
Joe Fong	Ethnic Studies	Michele Titus	Anthropology
Frederick Gaines	Ethnic Studies	Godfrey Watson	Technology/Aeronautics
Jackie Gamelin	Counseling	Jane Williams	Social Science/ Ethnic Studies/ Human Services
Marc Gottlieb	Business/Real Estate	Janice Willis	Business
Linda Hand	Earth Sciences programs	Fiona Woo	Student
Joyce Heyman	English	Randy Wright	P.E./Athletics
Justin Hoffman	Student	Jing Wu	Language Arts/Chinese

SUMMARY

- A majority of Governing Council favored only a cost study of the **compressed calendar**.
- **Program review and PIV surveys** will be released next week.
- Bring opinions on **building names**, on changes to **District Rules and Regs**, and on **ASGC goals**, to the Oct. 27 meeting.
- Governing Council passed a resolution to create an **Ad Hoc Committee** to consider faculty recommendations on budget-induced curricular changes.
- The Ad Hoc Committee is preparing a form for faculty to provide additional information in support of their programs and courses, or to propose budget-friendly changes.
- There was extensive discussion of the budget situation and on how to proceed in planning and implementing cuts. Some faculty spoke in support of their programs; more will on Friday.
- **All-faculty meetings on proposed cuts** will be held Friday, Oct. 16 at 2 pm in 36-319 and Friday, Oct. 23 at 5 pm in 36-109.

CALL TO ORDER The meeting was called to order at 2:17 p.m in 36-109. The agenda was approved, modified to combine action on the compressed calendar with the calendar committee report. The minutes of Sept 22 were approved. Diana asked the large group to bear with us for necessary Senate business before the discussion of budget cuts.

COMPRESSED CALENDAR The District wants a compressed calendar model developed so it could be put in place in 2011-12 when the new buildings open, making additional rooms available. The District, not District Academic Senate (DAS), wants to move forward on it. DAS asked local senates to take it to their constituents as an information item. Charlene Frontiera, David Locke, and Governing Council member Tania Beliz are on the compressed calendar committee. A survey administered to constituencies at the colleges had low response. Jing Luan compared it to a measure of temperature.

A poll of Governing Council members on how to proceed on the calendar had the following results: Shelve forever: 1; Shelve for a year: 6; Cost study only: 3; Full feasibility study: 0, Motoyama abstaining. DAS asked Governing Council to consider those options. DAS is frustrated at the District not giving us the information we need. The colleges have done their part and more. Diana will take our views to DAS.

Kate Deline said she was never asked about the compressed calendar, adding Math/Science reps should have voted to shelve forever. Diana reminded members it is their responsibility to get the word out to the faculty in their divisions about such things. Senate and division meetings don't line up, so reps can't always wait for a division meeting. The Language Arts reps sent out an overview of our last meeting to their faculty. Division deans can provide email lists of faculty in their divisions. Approved minutes are posted, and unapproved minutes are distributed to members a week or two after each meeting. Wide distribution of unapproved minutes is not necessarily a good idea.

SEMESTER ABROAD MSU to approve Tania Beliz and Benedict Lim, both of whom volunteered, for District Semester Abroad Oversight Committee. The committee meets approximately twice a year.

PROGRAM REVIEW AND PIV SURVEYS The first round of comprehensive and annual program reviews were completed in March 2009. Some PIV programs did not use the newly approved document since they began the previous year. For faculty feedback, the PRIE office has three program review surveys (comprehensive, annual, and labs and centers) and one PIV survey for faculty involved in the eight or nine PIV programs last year. Diana sent them out to the summer work group for PIV documents and the summer work group for program review, to see if things need to be added or changed. The surveys will be out next week, with minor technical adjustments, e.g. to the number of data fields.

BUILDING NAMES FROM COLLEGE COUNCIL Diana told College Council we had no consensus at our 9/22 meeting on proposed names for 5N, 10N, 12, and 1. The latest proposal is to name Building 15 Baldwin Hall, and Building 17 Delaware Hall, for former CSM locations. Bring opinions on names to our 10/27 meeting. College Council will make a recommendation on names to President's Cabinet.

DISTRICT RULES AND REGS Diana asked members to look at more changes to District Rules and Regs, proposed in June 2008 after the accreditation site visit. We acted on 15 to 20 last semester, approving, changing, or disapproving. Our positions go to DAS, which takes its recommendations to DSGC. Kate Motoyama said some of the proposed changes raise First Amendment concerns, including policies on student sanctions and on time, place and manner of speech. AFT will participate and, as appropriate, students should as well. By consensus, consideration was postponed to our Oct. 27 meeting.

ASGC GOALS Further consideration was postponed to our 10/27 meeting. Kate Motoyama reported Language Arts is interested in faculty input in evaluation of the college president, and has done research including looking at Community College League and ASCCC position papers and AAUP documents.

COMMITTEE APPOINTMENTS Madeleine Murphy and Tania Beliz have already been approved for DEAC, the district Distance Education Advisory Committee. MSU to approve Jamie Marron for DEAC. Assessment Committee appointments will be considered at a future meeting.

BUDGET REDUCTIONS (PROGRAMS AND COURSES) Today we address timelines and hear questions and comments. There will be additional meetings.

Background: In May 2009 the Institutional Planning Committee (IPC) adopted priorities based on the Educational Master Plan (EMP) including 1. Student success, 2. Academic excellence, 3. Relevant high quality programs and services. 4. Integrated planning, fiscal stability, and effective use of resources, 5. Institutional dialogue. The EMP, and information about the IPC and its committees, are on the PRIE website.

As laid out at the 9/23 meeting and in President Claire's 10/12 email, CSM needs to cut \$6 million, and it is not clear how to do that. At its May 18 meeting with the college presidents and the chancellor, DAS asked for no summer surprises and stressed the need for collaboration among the colleges, with all stakeholders engaged in considering consolidation or reorganization of programs. The District Strategic Planning Committee, with the college presidents and leaders from AFT, faculty, and students, will be addressing these issues.

Title V regulations apply, and ACCJC accreditation standards must be met, specifically, institutions must provide "evidence that students are able to complete programs that undergo change or are eliminated (and) that students are advised on what they must do to complete such programs." "When programs are eliminated or program requirements are significantly changed, the institution makes appropriate arrangements so that enrolled students may complete their education in a timely manner with a minimum of disruption." ACCJC also has standards on financial resources, on pp. 29-30 of the standards.

Preliminary proposals from administration for course and program reductions were developed by deans and administration. Their grid includes information on FTE, FTES, LOAD, Fund I Savings, whether elimination or reduction is proposed, and comments. The Budget Planning Committee approved the budget reduction strategies and considerations – not the list, but the process. BPC has approved a rough working document. Diana has an unofficial version which looks at guiding principles, overall considerations, and institutional priorities, related back to the EMP. The draft includes specific course- and program-level criteria. Diana will get the final version from President Claire and send it to all faculty.

Leadership discussions are under way with ASGC, AFT, CSEA, and administration, with attention to the impact on each area, and to transparency. AFT is involved in bumping and seniority. We want to hear what CSEA went through as it did managed hiring. Students were not included in the early discussions because of certain sensitive issues. Students will be included now that the list has been sent out.

Before the list came out, affected instructors were notified. Adjunct faculty were not represented explicitly on the leadership committee, but AFT brought up their issues. Jim Robertson, who serves on the committee, said nobody wanted to be there. The meetings were mainly about process, with the recognition there is no one unique right way to solve the situation. We are fallible, with a tremendous time crunch, seeking the least bad situation in a bad environment. Responsibility lies with the legislature and governor. People are upset, but we are forced into a corner and must move very quickly because of budget planning timelines. There has been lots of care on the process. Now we have to move into the action stage. The timeline is tight but unavoidable. We are asking for everyone's patience, and hard work from some, in a very short time period.

Diana distributed excerpts from Title V on the role of the Senate, including the 10 + 1 and our primacy as a recommending body on curriculum. COI's role is to help the campus assess the impact of decisions, act administratively on decisions; and reconsider the curriculum in the light of the budget. The Senate will oversee the process of curriculum primacy, consulting collegially, and be the 10 + 1 recommending body. This list, with its \$771,000 in cuts, is probably not the last list.

COI will act administratively on decisions, look at the curriculum, and in general help the campus assess the impact of decisions. Courses will be banked and programs put on hiatus. Nothing can be eliminated without the PIV process. COI will have an emergency meeting 10/15 in 36-109 to look at what we have in the light of Title V and accreditation standards. We may proactively revisit our requirements. That meeting is to prepare for future lists.

Faculty proposals are due 10/30/09 at 4 pm, and should be emailed to the Senate president Diana Bennet and COI chair Laura Demsetz. They should provide additional information on items on the preliminary list, such as relevance to institutional priorities and accreditation, impact on students, additional sources of funding, and staffing considerations, and may also propose additions or replacements to that list. Proposals will also require the same information fields as those in the current proposed list: Affected program or course, FTE, FTES, LOAD, estimate of anticipated savings, comments/rationale/options. Work with division deans on dollar savings estimates. They are complicated in view of faculty with multiple FSAs, and district-wide seniority considerations.

We do not want finger pointing or coercion. We want to make the work efficient, something between a year-long PIV process and a simple one page form, to allow decision makers to make decisions in a timely fashion. COI will submit it for Senate approval.

An ad hoc committee will collate and organize proposed submissions. The submission packet will be reviewed by COI and ASGC and then forwarded to the VPI, who will bring it to cabinet and the president. President Claire will finalize his recommendations; the finalized list will reviewed by COI and ASGC. The final list will be approved by the faculty (through their representatives on COI and ASGC), President Claire will take it to the Board of Trustees in December. The Board will review them, and vote in January. COI will take the administrative actions of banking courses and putting programs on hiatus.

A resolution was introduced for ASGC and COI to authorize an Ad Hoc Committee consisting of the President and Vice President of Academic Senate, the chair of COI, James Robertson, who is expert on PIV, to consider faculty recommendations on budget-induced curriculum changes. Two-thirds approval is required to put it on the agenda.

Points in discussion: After the committee makes its recommendations, the administration can still make its own decisions. Part of the process should be our finding other ways to deliver services to students. We must a good job with that. Some programs might go to Community Ed. No adjuncts are on the proposed committee, but many full-timers were adjuncts. We are looking out for adjuncts. We could bring in experts on individual programs, as well as an adjunct. The turnaround time to get this done is short.

Other points in discussion: 1) At CCSF, when budget cuts hit, the Chancellor informed the deans retirees should not teach, and there should be no overloads for full-time faculty. Also, where is the accountability for losing \$20 million in last year's financial meltdown? Good leaders cut themselves first. 2) The strategy should have been to cut severely in the first round. We do not know what budget the governor will propose in January, or in the May revise. More cuts may be recommended in the future. 3) We are on an accelerated schedule to get a lot of work done, but Sacramento's schedule has not begun. The legislature does nothing until the May revise. Why is our schedule so accelerated? Diana noted reductions of full time faculty require March 15 notices. She will take these and other relevant points to President's Cabinet.

MSP (Motoyama voting no) to put the resolution on the agenda as an emergency item. Kate said she felt uncomfortable voting on the resolution since it hadn't been on the agenda. The Brown Act requires 72 hours notice, and this issue came to COI on Oct. 8, in time to be put on the Governing Council agenda as an action item. At that time Kate asked that it be released to the faculty. Laura responded that COI had a draft, but felt it was not right to release an unrefined version to the faculty. She added there are curricular issues implicit in the compressed timeline. The catalog needs to reflect the curriculum, and changes to degree requirements must meet the publication deadline. We are asking faculty to submit input in the next two and one-half weeks. The process will have to keep moving.

Tania said there has been a deficit for the past two years and we have been cutting. The administration will not let the college go bankrupt. The question is whether we help in the process of balancing the budget. We need to take responsibility for part of that process and participate in a serious way.

Angela Orr called for involving adjunct faculty, since they staff many of the affected programs. Laura said we need a mechanism for selecting an adjunct for the committee. To move the process forward, we have a draft version going around. We need to move on it quickly, with appropriate input. The ad hoc committee meets tomorrow afternoon (10/14) to work on the draft, and its members need to be there.

Members developed language for the proposed resolution to include an adjunct on the committee. MSP (two-thirds required; Robertson voting no) to approve the amendment. MSP (Beliz abstaining) to approve the following resolution:

Whereas the President of College of San Mateo has outlined a financial emergency status at the college in two all-college meetings, and

Whereas the faculty, through its Academic Senate Governing Council and Committee on Instruction, serve as primary advisors to the college administration and the Board of Trustees on curriculum and academic program matters, therefore

Be it resolved that the Academic Senate Governing Council and the Committee on Instruction jointly and separately authorize the President and Vice President of the Academic Senate Governing Council, the Chair of the Committee on Instruction, and James Robertson, Academic Senate Governing Council member with expertise in the Program Improvement and Viability process, and an adjunct faculty member selected by the AS President in conjunction with the adjunct faculty to serve as the ad-hoc committee on faculty recommendations to budget-induced curricular changes during the 2009/2010 academic year.

At Canada the Senate asked that programs be submitted by the end of September for a PIV process, but that identified only two programs. Canada's cabinet will provide more. Skyline has an abbreviated PIV process, but no one submitted any programs for it. The Skyline Senate will ask their BPC to create a list. Some CSM programs may be consolidated with those offered at Canada or Skyline.

Tough decisions will be made in a short time period. We will look at everything, with no intention to get rid of anything in particular. We are in urgent and dire financial straits. We need trust, and respect for everyone's professional opinions and views. We must get it all done by 10/30. Diana said when things get tough, we band together. Come to the all-faculty meeting and to ASGC meetings, and get your comments and suggestions to your reps.

Lilya reported the technology department relies on grants. Our grant writer has retired, so instructors now have to write their own grants.

A number of ideas about revenue were offered and discussed. What if we could raise \$771,000 by December? In fact we need \$6 million. We all want the list to go away, but it will get bigger. We could ask local stores and

businesses to donate toward education, in return for good publicity and increased patronage. Perhaps we could display school banners at these businesses, and get endorsements of local governments for the fund-raising effort. We could also invite people to address ways the district could increase revenue. This could be asked at the all-faculty meetings, or be the subject of a separate all-college meeting.

Diana said revenue questions should be directed to BPC. Our area is curriculum. DAS has talked about revenues, and District CFO Kathy Blackwood is coming to the next DAS meeting. Laura said no one in the college wants to cut programs. We should keep revenue questions on a parallel track rather than cut into time for addressing curriculum. Diana will make a recommendation at President's Council for a specific meeting on revenue issues.

Rick suggested bringing ideas for revenue to the BPC suggestion box. He said grants won't solve operating budget issues. We can't patch a 20% hole with grants. We need a revenue stream we can count on for an extended period of time. We have to have a schedule published, so as not to inconvenience students. We must know what classes will be out there. Sacramento is incompetent, and doesn't get it. In an Oct. 9 New York Times column, The Uneducated American, Paul Krugman wrote about the travesty going on in community colleges, specifically in California. The US is falling below the average higher education rate of other advanced economies for the first time. We have been using a dinosaur model.

Jim Robertson asked that further comments on revenue enhancement be sent to BPC. Its faculty representatives are Rick Ambrose and Jacqui Gamelin.

Jude Pittman, two-dimensional art coordinator for the Art Department, wrote up and distributed Statement Regarding Painting Classes at CSM. Several adjunct faculty are in the program. She will send an electronic copy to Diana, and others may send Diana similar statements. By Friday there will be a consistent format for submitting statements to send on to faculty. Last week Jude was informed by her dean painting was on the list, and she learned from her dean and President Claire about the response process for those on the lists. This is a fact-finding step to bring in new information that could affect the outcome. Affected faculty have the most information. Jude pointed out the Art Department has cut a lot of low enrollment classes, and is alternating and consolidating classes.

Laura said the Oct. 16 all-faculty meeting is to discuss process and hear about individual affected programs. There will be a form which must also be submitted as part of the process.

There was some discussion of the district's priorities and of allocation of district funds. The three colleges now seem to be battling against each other. This is an opportunity for faculty to press their issues at the District Budget Committee.

Kate introduced for discussion a Language Arts Resolution on Budgetary Reduction, asking for documents from the District on proposed reductions of the District and Facilities, and asking CSM's BPC to use those and longitudinal data revealing a 30% reduction in full-time faculty numbers over the past 15 years and a concomitant 19% increase in administrator numbers to reconsider its recommendations.

Tania observed different flavors of some courses are offered in different programs. Maybe we need not support versions not in a transfer path. We need to look at programs, and courses within programs, and their enrollments. Some program reviews from previous years do not have enrollment data. Laura pointed out the numbers alone do not give context.

Diana asked faculty to contact her or Governing Council members with questions, comments, and suggestions, to attend the all-faculty meetings, read the minutes, and be engaged. All-faculty meetings will be held Friday 10/16 at 2 pm in 36-319, and Friday 10/23 at 5 pm in 36-109.

ADJOURNMENT The meeting was adjourned at 4:06 pm. The next meeting will be Oct. 27, 2009.