



Governing Council Meeting

Feb. 23, 2010 minutes

MEMBERS PRESENT

President	Diana Bennett	Language Arts	Kate Motoyama
Vice President	Huy Tran	Library	Michele Alaniz
Secretary	Lloyd Davis	Math/Science	Tania Beliz
Treasurer	Rosemary Nurre		David Locke
Business/ Technology	Ed Seubert	P.E./Athletics	Joe Mangan
Creative Arts/ Social Science	Jim Robertson	Student Services	Ruth Turner
	Benedict Lim		Kevin Sinarle

MEMBERS ABSENT

Language Arts	Daniel Keller	Business/ Technology	Lilya Vorobey
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OTHERS ATTENDING

AFT	Dan Kaplan	San Matean	Will Ruddock
COI	Laura Demsetz	Floristry	Lin Bowie
Language Arts	James Carranza	Floristry students	Liane Benedict
	George Kramm		Brenda Bennett

SUMMARY

- **Degree requirements** may be aligned with those of Skyline and Canada to require our students to take half their major courses at CSM.
- **Program Review** forms are available on the new Program Review web page.
- Basic Skills and TracDat workshops are among **March 10-12 Flex Day** offerings
- The **Edison project** (horticulture area) task force learned last week that it needs more time because of new information about the cost of a greenhouse, and misinformation about parking requirements and space options. The Edison group will meet Friday Feb. 26 in 36-109.
- A March 4 **teach-in** focusing on commitment to the whole student is being planned at CSM as part of a statewide mobilization in support of public education. There will be a rally at the San Francisco Civic Center at 5 p.m.

CALL TO ORDER The meeting was called to order at 2:20 p.m in 36-109. The agenda, and the minutes of Feb. 9, were approved.

ALIGNING DEGREE REQUIREMENTS COI chair Laura Demsetz reported Jing Luan (Vice Chancellor, Educational Services and Planning) is pushing the colleges to align unit requirements for majors. CSM requires students to take 12 units of courses in their major at CSM. Skyline and Canada require students to take 50% of

their major courses on their home campus. If this took effect at CSM, students with lean majors (18-24 units) would need as few as 9 of those units at CSM, and students in high unit majors like nursing and electronics could be required to take substantially more units at CSM. Most high unit majors, however, are offered only at CSM, or the programs are such that students have to take most of their courses on one campus. We want to be sure students in high unit majors will not be harmed by having to shuttle between campuses for their courses. District Curriculum Committee rejected a more convoluted requirement as being too hard to understand..

PROGRAM REVIEW Diana and Milla McConnell-Tuite have been working on the forms for annual and comprehensive reviews. Goals and action steps are the same on both. On the CSM website a link to a Program Review page is under P in the CSM A-Z index. Forms and guidelines for comprehensive and annual reviews for instruction, student services, and labs and centers, can be accessed from that page. Data for program reviews is also available there. Diana will email all faculty about using the new forms, and about what is available at the PRIE site.

Diana sent a link to deans about the program review data and website. Program review data has been available since Dec. 14, and demographic data will be uploaded this afternoon, Feb. 23. Diana will send faculty the link.

Going to a three year cycle was approved by Academic Senate when Jeremy Ball was president. Diana asked for feedback from people doing reviews, but got very little. A few Language Arts people were concerned about the due date. Diana explained the March 25 due date coordinates with the planning calendar used by BPC and IPC. That date will allow us to get equipment and start advertising for faculty in spring, when we have money.

Each year, one-third of departments do comprehensive reviews. Kate observed program review involves lots of labor, and it is hard to follow through on action steps. Diana suggested focusing on six or seven action steps or goals. There is no way to accomplish more. Similarly, have no more than six SLOs per course. It is OK to set goals and not meet them. Comprehensive program reviews will be more important than in the past. They will be considered in budget reductions. Susan and Diana read all of last year's reviews, and will read this year's and send back comments. Cabinet will look at reviews when they do reductions.

James Carranza has been writing up the data analysis section without data, and said he hopes to communicate that we need research earlier. His department's reviews go to people outside the college, and as things stand now it all happens in a three week period. Diana said PRIE knows to get things done on time, in the future.

Program review feeds into assesment. Shifting from a six year to a three year cycle was to help shorten the time to get a consistent assessment pattern every year. It is driven by the desire to have an instrument for getting us to do the assessment part of SLOs. We were dinged for not having SLOs in our program reviews.

DISCIPLINES LIST Diana provided four attachments from ASCCC on the disciplines list – the proposal process, the timeline, how proposals are reviewed, and how they are adopted.

FLEX DAYS March 10-12 are flex days. The 50 slots for the Basic Skills Initiative workshop are full. Interested faculty can contact Lorena del Mundo to be waitlisted. Frederick Gaines will do an SLO/Assessment workshop. Tracdat training will be offered, with one session for deans and administrators, and two for faculty. At least one faculty member from each division should participate. The district bought Tracdat to go along with CurricuNET. It is used as an assessment tool, and its use supports our accreditation. Contact PRIE to sign up. Ed Seubert said the Tracdat work sounded like data entry, and asked why faculty are doing it. Psych Services is offering inservice training on depression among students. Diana will send out a flex calendar.

BASIC SKILLS INITIATIVE James Carranza and Danita Scott co-chair the Basic Skills Committee. They are working with Basic Skills Coordinator Lorena del Mundo. Three BSI events are scheduled: Dr. Vincent Tinto on Feb. 24, an On Course Training (50 slots filled) on Mar. 10, and a presentation by interdisciplinary faculty inquiry groups on May 12. 20 faculty from seven disciplines in five groups are tackling instructional challenges, such as motivating students, getting them to read, and getting them to take responsibility for their work. It is not discipline specific. Faculty share ideas about how to reach students. All are tied into our college

goals – student retention, student diversity, programs and services. BSI is working on things recommended for retention. James said the groups are trying to design projects and activities for the college. Lorena is a part-time counselor. No one in the groups is a program specialist, but all are faculty. The BSI Committee meets 4th Wednesdays, 2:15-4:00. It is looking for participants from different areas. IFIG groups formed based on faculty having English 828 students, a year away from freshman English, in their classes. For example, 25% of psychology students and lots of astronomy students are in this category. What can we do in our classes to address their needs, without changing curriculum?

Dr. Tinto will give a lecture in the theater, followed by a roundtable in the Student Center in B17. He is known for his work on building campus community. A link to the BSI website is under B in the CSM A-Z index.

ASSESSING ASGC and the bylaws of the Senate is required for accreditation. Volunteers included Kate, Huy, and Lloyd. The process is not expected to be a protracted one.

EDISON PROJECT Tania Beliz reported on the status of deciding how to proceed on the related questions of parking for B10N, including the Edison parking lot, and the future of the horticulture buildings and associated gardens and plants. She is on a task force including Charlene Frontiera, Matt Leddy, and Karen Powell, which has been meeting Mon 3-5 and Thu 8-11 since mid-January. She expected to be making a wrap-up presentation. CPD has been saying we are on budget, but last Thursday, Feb. 18, CPD said we are \$640,000 over budget. Tania said we never know where their numbers are coming from, and we have been getting misinformation, such as being offered space in B12 or the lower level of B19 when in fact all that space is spoken for. The task force went on a field trip to the new greenhouse at SJCC, but found that it cost \$900,000, way over our budget, and is not what we need. We need to look at the needs of our instructional programs.

The task force is looking at where to house the program. Can we continue to use B20 for lab and storage space? The next bond measure might give us facilities. Karen Powell says the project cost is up to \$3 million. The budget was for \$2.5 million. We need to keep conversations going and start from scratch. We made progress in assessing the plants and areas we need to protect. We have lots of habitat in hillsides behind B12 and B19 used for biology classes, plus critical specimens for classes, demonstration gardens, native gardens, and the Nettle gardens, all critical for our needs. Matt Leddy and Tania, who were hired six months apart, have collaborated over the years on increasing the plants we need for classes. Tania gave Charlene a list of classes, including 42% of science classes, benefiting from the facilities and the plants. Tania recommended to Susan and Charlene the new floristry lab be specialized for floristry and horticulture but usable for biology, since biology labs are highly impacted.

The Edison Group will meet in 36-109 on Feb. 26 at 2 p.m. The task force will present PowerPoints on program needs for the group – CSM science faculty, district people, cabinet (President, VPI, VPSS, and Dean of Business Services Virgil Stanford.) More time is needed for a sound recommendation. Huy helped study parking needs for B10N. The Forum lot in front of B10, where construction trailers are now, has 78 spaces. KCSM lot 19, which faculty used before construction began, has 32 spaces. Construction uses half of them. A new parking area in front of the softball field has about 20, now used by construction, and there is parking near horticulture. What we already have can accommodate those who will move into B10 in the near future.

All are invited to the Friday meeting. There will be an update, pointing out where programs are interrelated, and what needs to be preserved.

Student Brenda Bennett asked whether there will be more transparency between the District Office and the task force. Tania said her committee is asking for transparency but is getting misinformation. For example, it was told 24 counselors will go to B10N, but there are not that many in the whole district. Language Arts and Math are staying put in B15. Lots of single offices in B10N are slated for adjuncts, but we are diminishing the numbers of adjuncts. As faculty liaison, Diana serves on CPD and goes to cabinet meetings. She tells them curriculum is first, parking lots are second. We have the support of cabinet and chancellor.

Brenda asked why it is so important to get rid of the dirt. Tania said the task force has suggested options to CPD. Huy suggested the lot down the hill from B34 between the bookstore and the Child Development Center. It was never in the plan to destroy programs to get rid of the dirt. Diana said their plan was to sell it, but there is no market for dirt.

Key CPD people are Rick Bennett and Barry Chin, and Karen Powell for the Edison Project. Barry Chin said B10 would have 1400 occupants, all parking near the building. In fact, students park near their first class. Also, not all faculty are here at the same time, with MWF, TTh, day, and evening instructors.

Diana commended Susan for saying we can't decide in such a short time about the area. The decision will be delayed to get further information. Huy asked whether there would be environmental issues such as contaminants if we give the dirt away. Matt Leddy had information about a Redwood City wetlands project that sometimes needs soil. Lin Bowie said the soil has been geotested. The dirt covers 22,000 square feet. Half will fill in the area between B36 and the B20s.

The task force will make a recommendation to cabinet. Susan is behind us and our programs completely. Cabinet will make a decision to take to the District. Diana said Susan is looking beyond horticulture, floristry, and biology to the bigger picture of the entire campus. We might use the area for an outdoor classroom. Classes use it now as an outdoor lab. Middle College, the Child Development Center, and art and photography students use it. The Edison group will hear an update, not a final presentation, at its Feb. 26 meeting. Diana thanked the task force.

TEACH-IN Kate Motoyama spoke on March 4 teach-in and advocacy events. AFT made green Support Public Education buttons available. Work continues on events for the theater. The focus will be on programs and services that are sometimes considered incidental to instructional programs. We have ASCSM representation. There will be a student-led panel. Programs and services including EOPS, DSPS, CARE, CalWorks multicultural center put together a program where students speak. A jazz combo will perform. There will be a panel about student athletes. An interpretive dance class will perform. Outside the theatre, in the 20 minute break, congas will call people to action. An art project reminiscent of the names project (AIDS quilt) will feature twin flat sheets on which people can write the story of the meaning of higher ed to them. Three will be in the student life building (B17), and one, for faculty, will be in the mail room of. A theme is commitment to whole student, including library and counseling. All are invited. Mike Claire sent an all college email.

Diana and Kate visited Assemblymember Jerry Hill's office, and created a basis for future visits. Last Friday, Mike Claire and an English adjunct met with Leland Yee in San Francisco, and are trying to set up a visit with Ira Ruskin. There is discussion of voter registration in conservative areas of the state. The inland areas will experience growth and will need community colleges to train students. CCSF's Leslie Smith, Associate Vice-Chancellor for Governmental Relations, invited CSM student to perform at the Civic Center rally.

Dan has emailed faculty and put flyers in mailboxes. The March 4th mobilization will be statewide. 17 states will have higher ed mobilizations. There will be a demonstration in San Francisco's Civic Center. San Francisco's K12 district is mobilizing over the course of the day. High school students will rally at 1:30. CCSF students and faculty are leaving the Mission campus at 3 pm and marching to Civic Center, arriving at 4:30. The March 4 mobilization has taken off in the CSU system. CFA (the California Faculty Association), the CSU faculty union, says the impact of the layoffs of 2000 lecturers last semester is coming home. Many classes cancelled classes due to layoffs, could not be run because full-timers could not be coerced into teaching overloads. They did not have the wherewithal to teach extended loads. Faculty and students are taking advantage of the March Forth demonstrations to bring to the attention of the community and the legislature that higher ed is at a breaking point. Dan encouraged faculty to come to the Civic Center by 5 pm, with students. .

Dan said the money should come from progressive taxation. Voters in Oregon, a conservative anti-tax state, figured out their tax structure is wacko and voted to change it. If we had a taxation system like we had when Reagan was governor, we would have no budget crisis. CFT is unfolding a program for progressive taxation.

Dan will have literature soon. We also have to change the dysfunctional political system in Sacramento. We need structural change. A piecemeal approach will fail. Diana said the state is broke and has no revenue generating mechanism.

At its Fall Plenary, ASCCC talked about a resolution on participating with students on protests. Associated Students of Canada College voted on Feb. 18 not to support a proposed walkout, but is supporting March Forth. ASCSM's position is also that a walkout is not appropriate at this time. Dan said some see the March 22 demonstration in Sacramento as a form of walkout – going to Sacramento instead of going to classes.

ABCs Accreditation work focuses on SLOs and assessment. We are waiting to hear about further **budget** cuts, probably another 10%, so we are looking at close to a 30% overall cut. **Construction** If there are issues about your new building, let Diana know. Cosmetology, dental assisting, and nursing are moving to B5 this summer. Welding has been discontinued. The home of Digital Media is unsettled because of six months of asbestos abatement work. Administration of Justice will go to the lower level of B12.

COMMITTEE APPOINTMENTS Next month Diana will announce the **SLO Coordinator** position. It will be open to any faculty member, get six units of released time, and take a lot of work.

Frederick Gaines will continue as interim chair of the **College Assessment Committee** until the new chair takes over in Fall 2010. Diana has the list of job duties and meetings. Fred has the membership list, which requires Governing Council approval.

The members of the **IPC Ad Hoc Steering Committee** are:

Faculty: Kitty Brown (Counseling), Michelle Brown (Bus/Tech) , Dave Danielson (CA/SS)
 Cynthia Erickson (Bus/Tech, adjunct), Mike Galisatus (CA/SS), Cheryl Gregory (M/S),
 Allison Herman (LA, adjunct), Joyce Heyman (LA), Rosemary Nurre (Bus/Tech), Bret Pollack (PE)
 Staff: Mike Mitchell (Student Services), Michelle Schneider (Instruction)
 Deans: Kevin Henson, Instruction, Marsha Ramezane, Student Services
 Students: to be determined
 Cochairs: Huy Tran, Academic Senate VP, Laura Demsetz, COI chair

All faculty members on the committee volunteered or were nominated, contacted, and confirmed. MSU to approve the membership of the IPC Ad Hoc Steering Committee. Its first meeting will be Tuesday March 2, 12:30-1:30. Diana expects good things from the committee and is happy it is faculty driven.

COMMITTEE REPORTS David Locke reported last week's **College Council** meeting was mostly informational. A ribbon cutting ceremony for B5 will take place March 24. The Fitness Center opens April 1. The Jan. 27 Board packet has information about its membership, breakeven levels, and fees.

President's Council is talking about construction, including the Edison project, and brought up faculty and staff lots changing the hour when students are admitted back from 5 to 6, or perhaps making them faculty/staff lots exclusively. We have a shortage of security officers giving tickets, and they do not want to give lots of tickets to students over this issue. Diana will take this up with CPD and Cabinet tomorrow. It could be as simple as removing a small sign about the hours. President's Council also talked about budget reductions. The Board of Trustees had a study session two weeks ago and will make final decisions on Feb. 24.

DAS talked about budget coordination among the three campuses. All senates have approved and commented on the Min Quals/FSA policies. Diana will meet with Debbie Carrington to rewrite the final draft. In March, DAS meets with AFT to see what we can coordinate and be sure we are on the same page. **IPC** meets Friday. Diana and Jennifer will meet with all the committees and go over their reports. The last meeting of **DSPC** was all about the allocation model. It is not working, so why not change it, but how?

Our substantive change report on distance education was accepted by ACCJC. The accreditation oversight committee is on track and doing what it needs to do. Diana said the knowledge of budget cuts and faculty being

overworked and stretched thin will not make ACCJC more lenient. If a school falters, they will put it back on warning or show cause status. All of us worked for years to get everything set up properly, with more tie-ins and transparency. We have no funding mechanism for technology yet, but there is no money now anyway.

Kate discussed a letter from ASCCC president Jane Patton saying WASC was being overly punitive, holding community colleges up to a standard which is difficult to meet. Kate has stopped doing site visits. At one point the target of site visits was the tie-in between budgeting and planning. In the next cycle, WASC had a new target. ASCCC and CCCCCO are trying to have dialog with WASC about this. Site visits are a lot of work. What will be the fruit of that work?

Tania said she has served on accreditation visits, and they are not lenient. We need to complete our grid on SLOs. We should be using SLOs to assess courses in an ongoing basis, and adjust the way we teach accordingly. We should put whatever we have into our grids. As an accreditation team member, Tania looked at SLO grids at a college in the Riverside district, which showed what they tested and the actions they took as a consequence. CSM faculty talk to each other about these things but have not put it into grids. The SLO coordinator hasn't given us needed information. ACCJC wants us to be at level 5, in 100% of our courses. If we are at only, say, 70%, they will look harder at other weak areas.

We don't have an evaluation procedure for distance ed faculty, and we need one for accreditation. Members reviewed the history of the issue. When Jeremy Ball was Senate president, Madeleine Murphy and Julie Sevastopoulos did online evaluation and took their procedure to DEAC, but it was never finalized or approved. It is a negotiated item, but it never got to AFT. Different Senates had different versions. AFT deferred considering a final product until the AB 1725 Policy Trust Committee was reconstituted, but the District decided not to fund the Trust Committee. We agree on the substance of how to evaluate distance ed faculty, and such evaluation is needed for accreditation. To get it moving, Dan said Madeleine should bring the best version to DAS, then to AFT for negotiations. Madeleine is on both the college and the district Distance Ed committees. The process takes time, even when all are in agreement. We need to have completed at least one distance ed evaluation for the next accreditation. Tania is DEAC chair, but is new. Diana will check old minutes about past decisions, and go to DAS for action.

INFORMATION/ANNOUNCEMENTS The District has two CMS platforms for distance learning courses. DEAC will meet soon with deans on cutting that down to one, for budget reasons. Tania is working with Peter Bruni and Jing Luan on framing that discussion. eCollege is expensive. Faculty at all three colleges like webAccess, and the District wants it as well. The District looked at three platforms and voted for eCollege. The District came up w buying Tracdat, though we wanted to do everything on CurricuNET.

Kate Motoyama announced faculty wishing to go to the March 22 March in Sacramento can sign up with ASCSM. Buses will leave 6-6:30 am, for a 9 am lining up at Raley Field in Sacramento. The rally at the capitol begins at 11, with legislative visits from 12:30 pm, and buses returning to CSM at 2 pm.

FUTURE AGENDA ITEMS Tom Bauer from the bookstore may talk to us about textbook rental. Jan Roecks will meet with us March 9 on Community Ed. A Foundation representative gave a presentation to DAS. Dan Kaplan asked that the class size resolution be tabled. With faculty adding extra students in the face of class cancellations, class size is not a timely discussion item now.

ADJOURNMENT The meeting adjourned at 4:02. The next meeting will be March 9, 2009.