



Academic Senate

COLLEGE of SAN MATEO

Governing Council Meeting

Sept. 14, 2010 minutes (Sept. 24, 2010 draft)

MEMBERS PRESENT

President	Diana Bennett
Vice President	Huy Tran
Secretary	Lloyd Davis
Treasurer	Rosemary Nurre
Business/Technology	Ed Seubert Lilya Vorobey

Creative Arts/ Social Science	Jim Robertson
Language Arts	Daniel Keller Teeka James
Library	Michele Alaniz
Math/Science	Carlene Tonini
Student Services	Jackie Gamelin

MEMBERS ABSENT

Creative Arts/ Social Science	Benedict Lim
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Math/Science	Tania Beliz
Student Services	Kevin Sinarle
P.E./Athletics	Joe Mangan

OTHERS ATTENDING

AFT	Dan Kaplan
COI	Laura Demsetz
Media PIV Committee, KCSM	Marilyn Lawrence
San Mateo	Margaret Baum Jeffrey Gonzales

VPI	Susan Estes
Business/Technology	Patti Appel Michelle Brown Ed Remitz
P.E./Athletics	Larry Owens

SUMMARY

- Update on **Ad Hoc Summer Committee** work. Members discussed the faculty priority hiring list.
- **Senate By-Laws revisions**, a combined **Min Quals/FSAs** policies and procedures document, and an **Academic Senate/AFT Trust Committee Statement** will be considered this semester.
- An **SLO Coordinator** is being sought. Chandra Vanajakshi will continue her TracDat work.
- CTE, Math, and English faculty are needed for the committee on the use of the **B10 Learning Center**.
- **DGME faculty** have consolidated programs and courses in response to PIV recommendations, and are seeing strong enrollments.
- As **Measure G** money becomes available it will be used to open sections of high impact courses with long waitlists. Some members advocated restoring some funding to counseling as well.
- District Rules and Regs §7.21, on **time, place, and manner of free speech** on campus, is being worked on.

CALL TO ORDER The meeting was called to order at 2:18 p.m. in the SoTL Center, 12-170. The agenda was approved, and the minutes of May 11, 2010, were approved (Teeka James abstaining.)

AD HOC SUMMER COMMITTEE The Senate's ad hoc summer committee (the Executive Committee and Jim Robertson) met with Cabinet, P.E./Athletics Dean Andreas Wolf and Head Football Coach Bret Pollack about the hiring of an assistant head football coach. Diana stated the Senate is not against hiring faculty, but the hiring felt like a summer surprise, the position was outside the prioritized list for hiring, and criteria for hiring informed by the IPC ad hoc committee talking points had not been established. These concerns would apply to any faculty hire. The process now being used works from the 2008 list approved before the hiring freeze. With the budget crisis, the ad hoc summer committee felt that process did not fit current needs. Rosemary asserted the senate was blindsided. We had no say in the matter, and it could happen again. Yes, the reasons for the hire were good, but

it is important to have and use a process in place with the senate involved. The final decision to hire during the summer was that of the President, Mike Claire.

Teeka said as an outsider, she thought the process had been followed. When Larry Owens stepped down as head football coach, Larry, Andreas, and Bret attended a Governing Council meeting (3/24/09) and talked about re-envisioning the football program and the importance of having both a head coach and an assistant head coach. James Carranza presented the Writing in the End Zone project. PE/Athletics had not put forward requests for hires for several years, because they saw Larry's move coming. That meeting two years ago served as notification.

Jim said much has happened since then. Priorities from two years ago needed to be revisited. No job description is available. Mike took it on himself, which is his right. Opposition didn't seem to matter. At the last all-college meeting he said there were four positions. We didn't know one had been spoken for, and that is disappointing. Teeka said a librarian position was approved two years ago outside the process. Diana said the senate heard pros and cons of the position but did not approve it. The issue is not about the position. Teeka said P.E. made clear at the 3/24/09 Governing Council meeting they would be requesting a replacement for Fall 2010, so it should have come as no surprise. Larry Owens said there are always people upset by what is going on. Everybody should follow the process. This is done. Move on.

Larry spoke about Tim Tulloch who has been in the program for 14 years and who will be the new Assistant Head Coach. Larry hired him when he graduated from Menlo College. Tim does a lot besides coaching, including work with diversity and maintaining a website. Diana said this is not about the position or the person. We support those 100%. Huy said there is no disagreement about the rationale. Teeka said program review is where we request hires; when positions are announced, they are always selected from the most recent position requests put forward in program reviews. It is shocking people did not know the process. Everyone had the same chance. Diana said priorities are based on program reviews. Position requests are prioritized within divisions, the deans bring them to instructional deans' meetings, where all are presented and the deans prioritize them. They go on through Cabinet to the college president, who has the final say. Andreas told Larry he was planning to cover the positions when Larry stepped down, and until then yielded hires to other deans. Carlene asked whether the process broke down. Diana said the process in place two years ago was followed at that time. The question here is whether that process still applies, because of course and program reductions, and faculty not being involved in the new priorities for faculty hiring, and getting a summer surprise after being told at an all-college meeting there were four positions.

We have asked for mid-year hiring, so in the fall everyone would be apprised of it. Of course Mike has the final authority. How do we want to proceed with faculty hires? Some will be coming up, though we do not know for what positions. Teeka pointed out football is a fall sport, and needs a coach in the fall. Diana will put a discussion item on the agenda about whether Academic Senate wants to be involved, and if so how. Huy said the issue is guidelines for the deans on how to set their priorities. Diana asserted we want to input a prioritized list, evaluate, and be part of the process. Jim asked whether we want a greater role than Diana's one vote at instructional deans meetings. We need a future discussion of whether, and if so how, to work with administration to find a role that will work for everybody.

SENATE BY-LAWS Diana, Lloyd, and Kate Motoyama began work on revising the Senate by-laws last spring. Kate is not on Governing Council this year, but Diana and Lloyd are continuing the work. Diana will send revisions out for review at our Sept. 28 meeting and a vote at the following meeting.

MINIMUM QUALS / FSAs Last semester we looked at draft policies in two separate documents. At Patty Dilko's suggestion these have been combined into one inclusive document. A draft is circulating among college senates, deans, and VPIs for review and input to DAS. Diana will post it on the Senate website. Please pass it around in your division for comments and give input. DAS will prepare a revised version for a final vote.

District Human Relations has been looking through paperwork and saying yes or no on FSAs, a task that is in the purview of the Senate. Screening committees do it for new hires. When a CSM regular faculty member files for

an FSA, a four-person committee is set up with a dean from another college and a discipline faculty member from each college. The faculty member from CSM serves as chair. The process is confidential, and the committee's recommendation is sent back for review by the senate president and the VPI, who may send questions back to the committee. Recommendations are sent on to the college president and the Board. We want to be sure the DAS procedure follows all regulations and is consistent across the district. The lists of faculty members and their FSAs prepared last year still stand, and faculty can ask their deans about making changes to them.

AS/AFT TRUST COMMITTEE STATEMENT The roles of DAS and AFT are different, but overlap, for example in faculty evaluation. Trust Committee work stopped several years ago. DAS leaders Diana Bennett and Ray Hernandez and AFT leaders Nina Floro and Monica Malamud met this summer to develop a draft statement to go to the Board. DAS and AFT will have joint meetings once a year. A draft Trust Committee Statement will go to all campuses, then back to DAS and AFT for eventual presentation to the Board of Trustees at a Board meeting. It will be an action item at our next meeting. The goal is to have it approved this semester.

SLO COORDINATOR Last semester Chandra Vanajakshi worked as TracDat person and SLO coordinator. That is too much for one person. Chandra will continue as TracDat liaison, and will work with the TracDat district committee. Diana will send out an announcement of the coordinator position, with its duties and responsibilities. Assessing our SLOs, and making and evaluating changes based on that assessment, are important for accreditation. The SLO coordinator, compensated with reassigned time, will work with deans, divisions, faculty, the Accreditation Oversight Committee and the IPC. Teeka asked and Diana agreed that prioritization of reassigned time expenditures, and senate involvement in reassigned time, be a future agenda item.

SoTL CENTER Diana welcomed the group to the SoTL Center, 12-170. Diana and Susan worked with Michelle Rudofsky and the Construction Planning Department on the Center. It has large bookcases, new drapes, and a smaller meeting room next door with whiteboards and chalkboards, an extra refrigerator and a workroom area, plus an office with desks. It is a place for discussion of teaching and learning, not a general meeting room. Diana maintains its calendar, and reviews for its use for appropriateness.

STUDENT LEARNING CENTER Faculty members from CTE as well as math and English are needed to serve on a committee about how the center in B10 will be used. Diana will pull the existing committee back together, approach others about serving, and develop a procedure to identify committee members. Sandra Comerford and Jennifer Hughes are co-chairs of the committee. There may be a quick tour of B10. Nothing has been decided about the use of the Center.

SENATE DUES DRIVE Dues are used for sending Senate leaders to ASCCC plenary sessions, and faculty members to conferences. We have very little money now. Rosemary will send out automatic payroll deduction forms. Lilya suggested an opt-out form, so faculty members would pay dues unless they opted out. Dan clarified that faculty who are not AFT members can be agency fee payers, and ask for a rebate on certain portions of the fee, but that is not quite the same as opting out. Individuals with bona fide religious objections to supporting public employee organizations can send an equivalent amount to certain charitable organizations. Our dues have been \$20/yr for decades. Skyline and Canada raised their Senate dues to \$100 and got no pushback.

Teeka said to increase dues, we should write a comprehensive explanation of what dues are used for and why we need more, what the Senate does for faculty and why it's worth it. Rosemary sends out letters every year but doesn't get more money. Maybe a more detailed letter would get more people to join. Diana said a majority of faculty are unaware of what the money is used for.

MEDIA PIV Huy chaired this portion of the meeting since Diana is on the DGME faculty. DGME faculty (the faculty of the original Media PIV programs) worked this summer on a response to the PIV committee, including a presentation by Ed Seubert. The PIV committee in turn responded to their work. Diana asked Governing Council members to review the DGME faculty response, then go back to the original PIV report and ask whether the changes fit the PIV committee recommendations. The committee is Tania Beliz, Lilya Vorobey, and Marilyn Lawrence. Ed distributed to Governing Council members the Digital Media response to the PIV committee..

Teeka asked why some programs require high numbers of units for certificates or majors. Why is there such variation among disciplines? Laura said some transfer disciplines have long prerequisite chains. In occupational programs, requirements depend on the nature of the occupation. For example, business applications do not require many units, but an associate degree in nursing requires 70 units.

Ed reviewed the DGME response. It describes certificates of specialization and achievement, high school outreach, and shows how 14 AA programs were condensed to 8. Prior to the PIV process, there was some integration, but the programs were mostly in silos. Appendix A, AA Degree Tracks, shows the courses required for each degree. Horizontal lines in the flowchart are evidence of integration. Ed emphasized that the lines do not mean sequences. Classes had to be stacked to avoid zillions of lines, and put out of order to avoid lines crossing. The chart shows the totality of courses required for each concentration track. Some classes have multiple lines into them – that’s consolidation. One has eight disciplines feeding into it. There is consolidation of talent, faculty, resources, and classrooms.

Appendix C shows ten concentrations consolidated down to eight, with no remaining overlap. Teeka asked what drove the recommendation to consolidate. Ed said redundant areas were consolidated. Eight specific autonomous concentrations are recognized. Michelle Brown added the biggest redundancies were in audio and video production courses in Multimedia and Broadcasting.

Appendix D shows how 32 courses were consolidated to 16 (actually 11, since DGME 115 appears four times in the new course list and DGME 105 and DGME 120 twice each). Of course more than 16 courses are in the program. The PIV committee said increase transfer. All transfer degrees and destinations are on one interactive pdf titled “Find your passion. Follow it.”

Susan reported DGME enrollments are up tremendously this fall. She estimated DGME has at least 200 students, but we do not have figures using only unduplicated names. Some classes have as many as 40 students. We could have opened new sections, based on long waitlists. We got these high enrollments without publicity and marketing, and with the programs not fully in place. A year from now new facilities will further increase enrollments. Laura asked whether the audio and video tracks (purple and blue in Appendix A) could all come together. There are four core courses. Each concentration requires some of them. The chart spreads out in the middle, but comes together at the end. DGME 118, Digital Audio, appears in two or three places. Laura asked DGME to carefully proof the document before it comes to COI to avoid confusion and save time there. Susan noted there will be another five meetings before it goes to COI. Ed said the document has been through many iterations already.

Journalism enrollments are still low. Jim asked about the status of hardcopy newspapers at each college. We lost a \$50,000 newsprint subsidy. Might we go to one newspaper for the district? Susan, who has gathered information on this, said at this point we want to give the existing program a chance. We have a certificate of achievement in Journalism. We do not want to talk yet about having one newspaper for the district. Skyline has a newspaper. It is important to give our DGME program a chance to consolidate and grow. Journalism has made a number of changes to beef up enrollment, including an advanced newswriting and reporting class combined with the beginning class. Other DGME courses have been integrated with Journalism. Give them a chance to succeed before considering consolidating across the district.

Carlene asked about curriculum around Skyline’s newspaper. Susan said Skyline has no DGME program. Our program is more robust because it is in the digital media group. We have reciprocity across the District, but we do not allow any departments across the District. (That is, courses taken at one college are accepted by the other two, but each college has its own departments. No department can be jointly administered by two or three colleges.)

Susan said SLOs now go to COI. We have ISLOs, and SLOs for certificates. Teeka asked who is the audience for SLOs. Diana asked members to send questions, comments and clarifications to Susan, who will share them with the DGME faculty.

Marilyn Lawrence presented a summary of the response of PIV committee. The PIV committee is happy to see consolidation, applauds the work of the DGME faculty, and is excited about the program. The PIV committee is still concerned about low enrollment in Journalism, but hopes it will pick up, and there are places for future integration. Faculty members are working together, and we count on their expertise.

Diana thanked DGME faculty and the Media PIV committee for their work. Approval of the Media PIV recommendation will be an action item at our next meeting.

ABC's Accreditation The Oct. 15 accreditation mid-term report is on its way to Governing Council for review. It will go to the Board of Trustees before being submitted to ACCJC. **Budget** We do not yet have Measure G money, pending collection of property taxes. The 60 day window for opponents to appeal the measure has passed. For fall, we applied anticipated funds to impacted fall courses with long waitlists. We are working on adding more waitlisted classes. New courses and programs, and courses on the fall 2009 course reduction list, will not be considered for Measure G funds. Part-time hiring will be increased. There has not been a Cabinet process on Measure G funds. Laura remarked what we are now hearing is not in alignment with what the District told us earlier about parcel tax funds.

Jim expressed concern about restricting focus to high impact courses with long waitlists. Counseling has been cut to the bone. During the summer and prior to spring semester, new and returning students are now required to attend a two hour college orientation and course selection workshop. During the summer Jackie Gamelin facilitated several workshops, and some workshops had as many as fifty students in attendance. Within that group were returning students, students with bachelor's degrees, students with some college, and some brand new to college. There was a mixture of levels. Jim said he doesn't like a paucity of one-on-one counseling. Jackie said one-on-one has not been eliminated. Each student is given a ticket to register and orientation materials at the workshop. After attending the workshop and having a counselor or staff member sign the ticket, students are allowed to register for classes and also schedule a one-on-one appointment with a counselor. Jackie asked students who seemed to need them to make appointments. Part-time counselors worked during June. Full-time counselors were scheduled to counsel the six weeks immediately preceding the start of fall semester.

Diana went to instructional deans meetings after the Board said start adding highly impacted waitlisted classes. The deans were to look at all courses with high waitlists. Not all divisions submitted every such course. 15 to 18 sections in Math/Science, English, and some CTE and Student Services career classes were considered. AOJ has high impact classes but state regulations limit it. Deans discussed priorities and came up with 18 courses. Diana said it was done well, looked at across the board. Classes not in the schedule were taken off the list, as were courses without a high waitlist. "High" means the waitlist is close to full, as set in Banner. Diana asked members to check with their deans that waitlists are set correctly. Laura said to justify another section, course waitlists must be long enough, taking attrition into account. Students can no longer sign up for multiple sections of the same course. Huy had 25 students on a waitlist, but only 10 or 15 showed up and most of those left after Huy went over the syllabus.

Lilya asked about interactive tutorials for counseling. When she was on the SLO committee she suggested giving questionnaires when students tried to register for classes. Help people who are coming for the first time. Have information kiosks around campus.

Diana said B10 is slated to be open, but not functional, in December. It is expected to be completed in Spring 11, but activities will not move there until summer. There is a good possibility of summer courses in B10. B10 will have classrooms, the bookstore, the cafeteria, admissions & records, counseling, and administrative offices.

COMMITTEE APPOINTMENTS Tenure review committees are continuing their work.

INSTITUTIONAL PLANNING COMMITTEE (IPC) – The Learning Center Committee and the Student Discipline Committee will be changed to comply with Ed Code regulations. We must have a pool of at least four

faculty members from which a discipline committee can be convened as needed. VPSS Jennifer Hughes told IPC an Academic Review Committee comprised of Student Services administrators will address exceptions to degree and certificate requirements, readmission, and other things affecting academic standing. Laura said students now submit petitions to Marsha Ramezane and Counseling. Decisions that are not clear-cut go to the program's dean and faculty. So what is left for the committee to do? Teeka suggested we ask Jennifer to meet with us. Some requirements are discipline-specific, others general. Laura said what is proposed is a completely different process.

Madeleine Murphy is stepping down from the Distance Ed Committee. It needs a CSM faculty co-chair.

PRESIDENT'S REPORT President's Council meets tomorrow. Ray Hernandez is the new president of DAS. Over the summer DAS leaders met on each campus with leaders including the college president, VPI, VPSS, deans, and COI chair, to talk about their concerns and about going forward with all colleges and the district working together with coordinated programs and faculty, and to tour the campus. DAS feels it important they attend at least one or two VPI meetings per year. DAS interests include coordinating classes and sharing faculty. Senior administration and deans were all willing to do this.

Huy reported DAS reviewed distance ed definitions, e.g. online course, hybrid course, and telecourse, made few changes and sent them on to the District Curriculum Committee. Terms which had been unclear seem clear now.

DAS also talked about §7.21 of District Rules and Regs, on free speech on campus. Diana reported the Board of Trustees discussed the issue this summer in an informative and educational session at which the Board had a lot of good questions. We want to uphold access while honoring time, place, and manner requirements. The District is waiting for a presentation by County Counsel and AFT, DAS met Sept. 13 and wants the opinions of everyone.

Dan reported there was an unfortunate proposal from the District to DSGC for free speech zones to which rallies would be limited. This issue has been discussed in collective bargaining, and the District is working on a revised version. There was a good article on this in the May 24, 2010 *San Matean*:

<http://media.www.sanmatean.com/media/storage/paper796/news/2010/05/24/News/At.Odds.Over.Free.Speech-3921060.shtml>

Jim asked for clarification on where we can have campaign buttons and posters. Dan said a Skyline faculty member was told to remove election material on Prop 8 from the member's faculty office. Different interpretations of the rules have come from County Counsel and others. There is a policy, but disagreement on what it says. At our next meeting we will also discuss §2.80, Board policy on honorary degrees and medallions, and naming facilities.

District CFO Kathy Blackwood has this year's faculty obligation number – the number of full-time faculty the State Chancellor's Office says the District needs to have to be making satisfactory progress toward the 75-25 ratio of full-time to part-time FTEF (Full-Time Equivalent Faculty.) 62.46% of the District's FTEF Faculty are full-timers, which is higher than that of most community colleges. The buzz is the state allowed us to postpone 75-25 compliance during the hiring freeze of the last two years, but if unfrozen, the District would have to hire 74 new faculty or be fined \$55,000 for each deficiency.

ADJOURNMENT The meeting was adjourned at 3:35 pm. The next meeting will be Sept. 28, 2010 in 12-170.