



Governing Council Meeting

Nov. 9, 2010 minutes (Nov. 16 draft)

MEMBERS PRESENT

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

Language Arts

Teeka James

Daniel Keller

Library

Michele Alaniz

Math/Science

Tania Beliz

Carlene Tonini

P.E./Athletics

Larry Owens

Student Services

Jackie Gamelin

Kevin Sinarle

MEMBERS ABSENT

Business/Technology

Ed Seubert

OTHERS ATTENDING

AFT	Dan Kaplan
COI	Laura Demsetz

Business/Technology

Terry Kistler

Math/Science

Lin Bowie

SUMMARY

- Diana reviewed meeting etiquette and the mission of ASGC.
- Send comments to Diana on proposed resolutions for the Nov. 11-13 **ASCCC Fall Plenary**.
- An **SLO Coordinator** application (Locke) will be moved forward to the Accreditation Oversight Committee.
- Governing Council discussed the uses of **Measure G** funds and restoration of courses cut last year.
- Work continues on revision of **by-laws** language about senate committees.
- ASGC heard reports from COI on CurricuNET, prerequisite checking, and SB 1440 (transfer associate degrees) and a report on c-id, the course identification numbering system.
- **5 + 5**, a workshop on the future direction of CSM, will be held Nov. 20.

CALL TO ORDER The meeting was called to order at 2:18 p.m. in the SoTL Center, 12-170. The agenda, and the minutes of Oct. 26, 2010, were approved.

ASGC MISSION & MEETING ETIQUETTE Diana asked members to remember the mission of the Senate is defined by the 10+1 academic and professional matters, but as a faculty body there are other things the Senate needs to look at. She spoke of the importance of sticking to the agenda so its items are addressed and meetings can end promptly. She distributed a summary of parliamentary procedure, and reviewed eleven points of meeting etiquette from an article by Gary M. Smith:

- 1) RSVP if you are on the agenda; contact Diana if you know you will miss a meeting.
- 2) Arrive on time, or ASAP
- 3) Come prepared. Read emailed documents, including minutes, so don't have to read during meeting time. Discuss issues in your division as needed, for example revisioning in the face of budget reductions
- 4) Do not interrupt.
- 5) Abstain from electronics, other than when needed for the meeting
- 6) Speak in turn. Diana will maintain and follow a list of the order in which people will speak.
- 7) Keep questions brief and stick to the agenda item. . We want to hear individual concerns but our general conversation should be about the good of the faculty, students, and the college. Keep it from being personalized. If the history of an issue will help with discussion, fine, but in general for additional information speakers can refer to minutes and other documents, and invite people to attend meetings with other groups.
- 8) Pay attention
- 9) Be patient and calm
- 10) Attend the entire meeting
- 11) Respond to action items. These have been on the agenda before as information/discussion items. There is a procedure to make an item an action item at the last minute. It requires a 2/3 majority.

Points in discussion: members need to receive documents in time to read them, and want to be alerted to what to look at in long attachments. It is hard to know what we will get to in our long agendas. Some topics need further exploration, so we need to be flexible about time and respect the comments of all members. Carlene suggested people with expertise in an area volunteer to write a half-page briefing sheet with background and proposed changes. This worked well in a state agency where she worked. Diana said assume we will get to everything. If we do not, at least we will be prepared for the next meeting. She tries to send everything out by the Friday before the meeting.

AREA B / ASCCC FALL PLENARY ASCCC Area B met before this weekend's Fall Plenary Session and studied all 32 resolutions. With breakout sessions at plenary, resolutions change through Friday night, the eve of the voting. Diana emailed 30 pages of resolutions to us, including Area B revisions and additions. Diana will attend the Fall Plenary, Nov. 11-13 in Anaheim. She expects us to read all 30 pages, or scan through and pick the ones that seem important. Email her with comments.

DISTRICT RULES AND REGS Last month DSGC was asked to review about 40 District rules and regs. Diana reported DSGC co-chairs Jing Luan and Ray Hernandez separated out those that did not need to go back to local senates because they required only wordsmithing or "modernization." DSGC looked at those one by one. Some were approved, some pulled, some deferred. Several others will be considered if AFT and the District agree they are not subject to collective bargaining.

SLO COORDINATOR Governing Council decides which timely submissions to send on to the Accreditation Oversight Committee, which selects candidates to interview. The position has six units reassigned time, but no support staff. The job is not administrative, technical, nor clerical. The coordinator will lead our SLO efforts for two years, from course to program to institutional level, and will work with administration, deans, faculty, and the district. Diana will add this to the standing committee reports on the agenda. There has been only one applicant, David Locke. At Diana's suggestion, David joined SLOAC to gain campus-wide experience. Points in discussion: David sounds interested, comfortable with taking on the task, and he volunteered. He developed tools for Math/Science. He is a quantitative person, which is the approach we want for the assessment part. It is important to have someone like David who will get things done when they say they will. Consensus of Governing Council is to move David's submission forward to the Accreditation Oversight Committee, where it will be reviewed and pluses, minuses, and concerns will be discussed. The accreditation self-study editor (Laura) accreditation liaison officer (VPI Susan Estes) and Senate president (Diana) will meet with David for a final interview and exchange of questions. The process is similar to that for the accreditation editor position. Diana will move his application forward.

ASGC RE-VISIONING Diana took our Oct. 26 discussions of Measure G and the fall budget reduction list to IPC and Cabinet. She told Cabinet the conversations had started, but only as discussion. Any process, timeline, or decisions would be vetted. Their response was to thank us for starting the discussion, and to say these issues have also been discussed in instructional administrators' meetings. Diana told them faculty need at least that much feedback. She also made it clear that the senate did not ask faculty to go back and ask what the college should do. Divisions should start discussions about their programs and courses. Please utilize the institutional priorities and talking points to facilitate discussions. There were no reports from divisions since no divisions met in the last two weeks.

At our last meeting Diana shared unofficial requests for funding equipment and non-faculty positions. Cabinet said the budget reduction list created in 2009-10 will not be reinstated 100%. Measure G funds are being used to run waitlisted classes. Diana pointed out courses on reduction do not have waitlists. Diana requested Cabinet to have that discussion.

Points in discussion: Is the list not being reinstated about lifelong learning being cut back, or does it mean just a few things will return? Although we are under budget constraints, SB 1440 says we must have transfer degrees. We may need more courses or sections to comply with that.

Diana said cabinet looks at this as a pie with many pieces. The fall schedule need not be completed till late January or early February, and may take several passes. Teeka noted schedule requests for summer and fall are due soon, and in her division a wish list not submitted on time goes to the bottom of the pile. She asked for a policy of flexibility in allowing changes as decisions are made about the list. Diana said adhere to the timeline. Tell faculty to plan their summer and fall schedules using available information, even as Measure G and the Fall 10 reduction list are being looked at. Tania said we should not make decisions about fall without taking into account what we recommend the divisions ask be brought back.

Dan Kaplan said he senses a disconnect between conversations last summer at the Board meeting after Measure G passed and what is being said now. The Chancellor made definitive statements that the vast majority of the money was to bring classes back. Now we are hearing Skyline is using lots of money for equipment and categorical programs, and that seems to be the thinking here as well. There are lots of discussions about using Measure G in ways other than bringing classes back. Will that be a problem for the Oversight Committee? The Board is not necessarily going to be happy about equipment requests. Points in discussion: there is also a disconnect between how Measure G is written and how it was reported in the press, which talked about amplifying specific programs, for example in technology, science and engineering. The idea of using it to bring back cut courses is not near what voters voted for. The marketing was different from what we heard from the Board and chancellor. We must go by what was passed. Two meetings ago the Board approved the membership of the Oversight Committee. At BPC, which has open meetings, Mike presented the Measure G spending framework and what our campus is doing. He also spoke to this at the all-college budget meeting.

The instructional deans prepared an instructional equipment list, requesting about \$210,000. The requests have not been approved. Diana distributed it and a list of positions requested for Measure G, including instructional aides, lab coordinators, counselors, and nonteaching faculty. PRIE has a position that should be filled by the end of this month. Measure G funding is for four years, so all positions it funds are temporary. We do not know what the budget climate will be in four years. It is better for full-time faculty positions to come through fund 1. Diana will check that the positions on the list are not faculty positions.

Points in discussion: Executive Vice Chancellor Jim Keller reported to DSGC that the district has retained the service of a consulting firm to look at renewing Measure G. Some classified positions are being returned because classified staff took such a hard hit. We do not have a development officer. Is anyone pursuing external funding, at either the district or college level?

Tania said county residents passed measure G for specific things. The requests for equipment and positions we just got need to be matched with what they voted for. Cross out what doesn't match. The Math/Science list came

from program reviews and was prioritized a long time ago. Diana said all equipment requests came from program review. She will take this back to the appropriate committee.

At DAS Nov. 8, discussion was about Measure G. Senate leadership has asked DAS President Ray Hernandez to make sure there is transparency at the district level. Ray is moving forward with the Chancellor and Board of Trustees. Diana suggested members refer to Board minutes for the charge to the Oversight Committee.

PROGRAM REVIEW Diana is in contact with the PRIE office about program review surveys. At IPC, two deans asked that the program review deadline be moved to April 25 from the March 25 deadline in place since Jeremy Ball was Senate president. Nothing has been decided. Diana will send out the planning calendar. Moving the deadline would have a domino effect on planning. The faculty has three flex days in spring, 1/11, 12, and 3/13, which could be used for program review. Some deans said faculty could start now on the pieces of program review they can put in without data. Teeka observed that encourages data-less decision-making.

Points in discussion: We requested data by Dec. 1. For every day it is late, how about adding a day to the program review due date? Program review has important uses – faculty positions, instructional equipment, and accreditation. At some point we will look at curriculum and courses. As needed, Cabinet will prioritize special requests for data from PRIE.

Diana said revisions to annual and comprehensive program reviews will be based on results of the program review surveys, but are not likely to happen this semester. Similarly the PIV process will go through revisions. No programs are in PIV now. Probably the same committee members who wrote the PIV policy have also been on PIV committees. They made the system and had to use it. Lab and centers program reviews are done every three years.

DRAFT CSM SENATE BY-LAWS Members have received a draft of proposed changes. There is some wordsmithing and modernization of language, but the major changes are about committee structure. Laura sent out language about COI based on Skyline's language about its curriculum committee. She suggested including 'carries on a regular review of the college curriculum' in the duties and responsibilities of COI in Article 9 of the by-laws. Teeka suggested changing that to 'regularly reviews college curriculum.' There was consensus support for the COI language.

The Student Development Committee and the Professional Personnel Committee no longer exist as Senate committees. Work continues with the Library Committee on by-laws language about that committee. That language will be sent out to the faculty for comments. By-laws language about SLOAC also requires wordsmithing. We work internally on it, send it to the faculty for comments, repeat that process, then give the language final approval. Members suggested minor changes.

Diana noted that unlike DAS, local senates are not subject to the Brown Act. Also, faculty appointments to committees, such as the Library Committee, come through Governing Council. Diana will send out Library Committee language for our response, and later send out all proposed changes to the faculty at large for their first review.

STANDING COMMITTEE REPORTS: COI COI chair Laura Demsetz reported 1) CurricuNET will arrive next semester, but use the current forms to meet the December deadline for changes to the 11/12 catalog. 2) Prerequisite checking will be turned on by the district in Fall 11 for all courses for which validations are uniform across the district, and for all courses that reside at only one college. Changes or updates must get to COI for its December meeting. 3) SB 1440 mandates transfer associate degrees. Drafts of curricula for six such degrees (psychology, math, sociology, communications, geology, and, most recently, criminal justice) are available. COI has looked at our courses to see what articulates. In a few cases we may need to add courses to be able to satisfy new transfer programs. Our existing degrees in those fields will still be offered. To make it smoother for students we need to get information to the testing center. We have articulation agreements with other colleges, and a prerequisite challenge process. We may need extra resources in the fall to handle those.

C-ID Tania Beliz reported information on c-id, the course identification numbering system, is at www.c-id.net. C-ID is part of SB 1440. Course descriptors for transfer associate courses are being vetted statewide. Meetings a month ago included such areas as accounting, art history, biology, chemistry, and child development. Look at the website, under your discipline.

Huy reported on updates from DAS. Work on about 14 degrees is in progress at the state level. 6 have been agreed on. We are being asked to have two such degrees by Fall 11 on each campus. DAS says there needs to be faculty education, and suggests there be forums on each campus. We need to look at how we fit our courses into these models. Laura said there are only two courses we don't have. One of them, Geology 210, is banked. The other is a research methods course for psychology. With those we would have enough to offer the degrees.

ASCCC is fast tracking this. Be alert, and be involved. By Fall 11, each campus should have two such degrees, and we will try for more. It is critical to meet catalog deadlines. We started in disciplines in which articulation had already been studied, for example by IMPAC, or on which there is broad agreement. Not all six areas are well-enrolled on our campus. We could offer some courses only once every two years.

TREASURER'S REPORT We have funds but need to market paying dues by payroll deduction. Diana will prepare a document on the Senate's uses of money.

PRESIDENT'S REPORT The **Accreditation Oversight Committee** met Nov. 5. It is moving on the self-study steering committee and wants the senate to start recruiting faculty co-chairs for the standards. Dean co-chairs have already been approved. Diana will name them at the next meeting. It will be a two and a half year job. Bring it up at division meetings.

Campus leaders will attend **5 + 5**, a day-long workshop on the future direction of CSM President Claire has called for Saturday, Nov. 20. The workshop will identify the five most important things we can do to make CSM the best college in the region five years from now, and five measures of quality, for each of our three core areas (basic skills, CTE, and transfer.) Mike is preparing a summary document for release in January to the entire campus community about the future of CSM. This working brainstorming session will inform that document.

Classified staff, students, and the senate will be represented, and deans, VPs, and other administrators will attend. Faculty attendees will include at least the Executive Committee of Governing Council and the chairs of the Library, COI, and SLOAC committees. Inform your divisions and let Diana know if any senate reps would like to participate. The meeting will be 9-4 on Saturday, Nov. 20 in the SoTL Center, 12-170.

ADJOURNMENT The meeting adjourned at 4:15 pm. The next meeting will be Nov. 23, 2010 in 12-170.