



Governing Council Meeting

Feb. 8, 2011 minutes (Feb. 18, 2011 draft)

MEMBERS PRESENT

President	Diana Bennett	Language Arts	Teeka James
Vice President	Huy Tran	Library	Daniel Keller
Secretary	Lloyd Davis	Math/Science	Teresa Morris
Treasurer	Rosemary Nurre	(SLO Coordinator)	David Locke
Business/Technology	Lilya Vorobey	P.E./Athletics	Larry Owens
Creative Arts/ Social Science	Benedict Lim	Student Services	Jackie Gamelin
			Kevin Sinarle

MEMBERS ABSENT

Business/Technology	Ed Seubert	Creative Arts/ Social Science	Jim Robertson
Math/Science	Tania Beliz		

OTHERS ATTENDING

COI	Laura Demsetz
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SUMMARY

- Diana recommended faculty leaders attend appropriate **ASCCC Institutes** this year.
- Discussion of the **Edison project**, driven by the Senate's responsibility for curriculum, focused on the need to preserve at least part of the gardens to protect horticulture and biology programs.
- Issues identified in an update on the **DGME PIV** included the fate of full-timers in PIV programs and preferential treatment of programs with full-timers compared to those with adjuncts only.
- The **Senate treasury** is running low. We need more dues-paying faculty, and/or higher dues.
- COI is accepting **course revisions** this spring for transfer associate degrees and to align prerequisites across the district for automated prerequisite checking, and is working on an honors program and distance ed.
- **SLO** coordinator David Locke is working with people from each program to establish assessment cycles.
- Selection of faculty co-chairs for **Accreditation Self-Study** standards committees is almost complete.

CALL TO ORDER The meeting was called to order at 2:20 p.m. in the SoTL Center, 12-170. The agenda, and the minutes of Nov. 23, 2010, were approved.

PUBLIC COMMENT/ANNOUNCEMENTS Diana reported President Claire says CSM will be OK in the face of the state's 7% **budget cut**, in part because of the cuts we made in fall 2009. We added courses this semester following Measure G guidelines, but Measure G revenue may have to be used to offset the latest state cuts.

Diana distributed ASCCC wallet cards with a summary of the **10+1**. The 10+1 are also listed at the end of ASGC agendas. Diana reviewed two phrases used to describe the relation of senate and administration on advising the Board of Trustees: ‘primarily rely’ means Senate recommendations have priority over those of cabinet and administration. ‘Consult collegially’ means senate and administration come to agreement on recommendations to the Board. DAS can take recommendations directly to the Board. Such recommendations usually originate at one of the three colleges. However, bypassing administration and going directly to the Board is usually not in our best interest. In any case the Board has final approval.

ASCCC Institutes for faculty leaders this year include Professional Development, Feb. 25-26 in San Jose, Accreditation March 19-21 in Napa, Faculty Leadership June 16-18 in Berkeley, SLOs July 13 in San Diego, and Curriculum July 14-16 in San Diego. <http://www.asccc.org/calendar/list/institutes> has more information. Those interested should apply for professional development to pay registration fees. Applications are likely to be approved. Diana is looking into ways to pay for flights and hotels.

Diana recommended the Institutes for faculty leaders and committee members: Accreditation to accreditation co-chairs, SLO Assessment Committee members, Curriculum to COI people. Spring Plenary, April 14-16 at the San Francisco Airport Westin, is open to all faculty and will address such issues as curriculum, BSI, and SLOs.

Nominations for next year’s ASGC Executive Committee will be received in March. One correction to the ASGC meeting schedule: the April meeting will be 4/26.

OLD BUSINESS

DAS/AFT TRUST COMMITTEE A final draft was sent out at the end of last semester. Contact Diana this week with comments for the 2/14 DAS meeting.

ASGC BY-LAWS Revisions are almost complete. They will be presented at our next meeting and be up for approval in March. Diana asked those who emailed her suggestions to resend them, because her email went down.

EDISON PROJECT Huy gave an update. Discussions continue on how much of the gardens can be saved. The District wants as much parking as possible. Faculty assert the teaching gardens are part of courses and must be saved. The need for parking, not what is required for courses, seems to be driving things. There is agreement a new greenhouse must go up before the old one comes down. A physics lab was converted to a biology/horticulture lab. It may be reconverted later.

Points in discussion: President Claire’s email mentions buildings 21-29 coming down, but not 20. How things are planned and how they end up can be very different. Diana has discussed faculty issues and concerns with Mike, who sometimes has a different perspective. Mike will meet with faculty and deans and communicate regularly. Mike says all is well as things are now planned, including having a temporary greenhouse by B36. But will temporary become permanent? The gardens are well established. Some plants, including some unique specimens, would not survive moving, so moving all of the gardens to other lawn spaces would not work. The science faculty has proposed moving part of the gardens, but it is never clear what the district wants. Huy said we have never been told how many parking spaces are needed.

Diana asked us to work this semester on the 10+1 and not focus on parking spaces. The Edison/horticulture issues are under points 1, curriculum, and 4, educational development programs, of the 10+1. Much time was spent with CPD and the district, including going over the importance of gardens and why they cannot be transplanted. We thought it was agreed on a year ago, but it keeps changing.

Teeka expressed appreciation for that refocusing of the discussion. She said one strategy is to help the people who feel they need to use the space for parking to find another place that gives them what they need. Huy said the science faculty is ready to compromise on parking, but destroying the well-established gardens would destroy the program. We are in limbo because we don’t know what they want. He added horticulture agreed voluntarily to take courses off, and that has bit us.

Points in discussion: Stanford students come here to see the gardens. The Nettle Garden was established in memory of a trustee. By contrast to the clean lines and sameness of much of the campus, gardens have character. The B20 atrium is a unique space on campus, a place to take classes for outdoor presentations. With so many trees going down, where else is there on campus? The outdoor classroom near Building 16 is in the sun, near foot traffic, and is sterile by comparison.

Laura noted science faculty members have come up with many alternatives for parking. Huy added the parking issue is temporary. We don't want a solution to a temporary problem that will permanently destroy a program. Science faculty will meet with DAS next week, then with Ron and Mike the following week.

DGME PIV UPDATE Huy reported DGME programs are going through realignment. Diana, speaking as a DGME faculty member, said all curricula will be in effect in Fall 11. On Feb. 3 Susan Estes and Ed Seubert met with counselors about the many changes to DGME. The transition has been difficult. The numbers of some DGME courses were changed. DGME load is below 525, in the 400's. Some classes are going very well, some not.

In discussion, members pointed out no precedent or consistent past practice applies to DGME. After being on PIV, German and welding were discontinued. In some PIV programs, a main course continues to be offered but other courses are moved to Community Ed. Can DGME continue? Regular courses need to comply with §6.04 of District Rules and Regs, the 20 student minimum, but full-time faculty need load. The full-timers in Chinese and film have other FSAs or also teach on other campuses. If neither is available to a full-timer, they are offered retraining or reassigned time. DGME gets reassigned time for marketing. Most DGME instructors are full time, but other programs, without full-timers, get cut. The PIV process has no way to deal with full time faculty. A dying program with full-time faculty will continue. A dying program with only part-time faculty gets cut.

Welding had two full-time faculty members. Lilya was never full-time in welding, and was never included in the PIV. She had other FSAs, and took over for a retiring drafting faculty member. David Laderman had a split load with humanities. Jing Wu teaches ESL as well as Chinese. What if you have no other FSA? Skyline and Canada have programs to which our faculty could be assigned, for example Journalism at Skyline. Why is DGME getting preferential treatment? Other programs have needs. For counselors and existing students, the DGME transition has been confusing, though it is not confusing to new students. Courses with fewer than 20 students run in some other disciplines, for example in programs which also have classes that are really big.

All PIV programs will appear on the agenda. It is the responsibility of the Senate to monitor them.

REVISIONING. Diana will meet next week with Mike and cabinet on what to do about Fall 09 budget reductions ("the list"). We need to address "the list" since the timeline was for Spring 2010.

TREASURER'S REPORT Rosemary reported we have only about \$800 in our checking account, which limits our ability to help out with college events like the holiday party. The extra funds we had a few years ago have been drawn down. For example, we sent someone to Great Teachers, and bought gifts for retiring administrators. Only about 50 faculty members still pay dues. Canada raised its dues to \$100, with no problem. People forget about the availability of automatic payment. To attend ASCCC institutes and plenary sessions, apply for professional development rather than use Senate funds.

STANDING COMMITTEE REPORTS

Teresa Morris reported the **Library Committee** historically has faculty representatives but its chair is not a librarian. It is a subcommittee of Academic Senate, and should be combined with the IPC Library Committee. Teresa has returned to Governing Council in place of Michele Alaniz, who is now at CCSF.

Laura reported the **Committee on Instruction** (COI) is focusing on several areas. 1) SB 1440, transfer associate degrees. Three degrees have been vetted and approved for Fall 11. One is in Communication Studies. Our

Speech program is changing its name to Communication Studies to align with the new degree. A Psychology program has been approved, though a research methods course it needs is still being worked on. Sociology has the courses it needs. More programs are in the works. The drop dead date for our catalog has been postponed to summer, so COI is still accepting course revisions for transfer associate degrees.

- 2) Automated prerequisite checking. It will be turned on in Fall 11 for courses taught across the district with common prerequisites, and for courses unique to one college. COI is now approving prerequisite changes to assure alignment.
- 3) Distance Ed offerings of current courses. Diana noted we were dinged in accreditation for not having sufficient support or documentation for evaluation of distance ed courses.
- 4) An honors program proposal for Spring 12. COI is looking for a way to make any course into an honors course. In the future we can consider an honors program across the district.

CurricUNET will be ready for use in Fall 11. COI does not want two different types of forms used in the same catalog year, so CurricUNET will be used starting in the next catalog year. There is very little left to be done by the providers of CurricUNET, but they have not yet done it. We are ready. CurricUNET should not be dropped on Ada Delaplaine and her counterparts on short notice. Existing courses are in CurricUNET, but the forms for new courses are not ready.

SLO Coordinator David Locke reported the Assessment Committee has been formed but did not meet last semester. It will meet second Mondays, starting this month. David is gathering information now, contacting deans and people from each program to establish assessment cycles. Diana welcomed David and gave him an SLO terminology booklet from ASCCC.

The Library, Instruction, and SLO committees will report monthly to Governing Council.

OFFICERS' REPORTS IPC has open meetings Friday afternoons. At the 2/4 IPC meeting, the Distance Ed committee submitted its final draft of its proposals. IPC has produced a master planning calendar with links, and is getting ready to update the Ed Master Plan.

The **Accreditation Oversight Committee** met Feb. 4. Laura and Susan Estes are co-editors of the 2013 Accreditation Self-Study. Susan is also CSM's Accreditation Liaison Officer. Laura has an almost complete list of faculty co-chairs for the standards committees. Administration co-chairs are appointed. Faculty co-chairs are asked to serve by Laura, and must be approved by Governing Council. Diana has been approving them between Governing Council meetings so they could begin work.

A list of potential faculty co-chairs was prepared, and people were approached who will actually do the work, know about the area, and work well together. The Accreditation Oversight Committee approved the list. Laura tried not to have people repeat as chairs, to avoid a rut. Points in discussion: We usually do not have a co-chair working with the administrator who oversees them. A small percent of faculty carry the load, and we are trying to increase that percentage. Laura is looking for balance across disciplines and divisions. People are not yet being asked to serve on committees, except as co-chairs.

Governing Council approves faculty co-chairs for accreditation standards committees. Many other faculty members will also serve on the committees, which are responsible for getting documentation for the self-study. Faculty co-chairs will serve two years, 11-12 and 12-13. The site visit will be in Fall 13 or Spring 14. Co-chairs get 3 FLC reassigned time for each year, which they can take as an overload. Teeka called that symbolic, but a good step forward. Diana said faculty are "over-committee-d." She thanked faculty co-chairs for serving. Diana added our accreditation mid-term report was accepted. Also, ACCJC just announced DVC is off probation, SJCC is on probation, and Evergreen Valley College is on warning.

Teeka James, the AFT representative on DSGC, reported DSGC heard a budget update from Kathy Blackwood, whom she described as competent, smart, and prepared. SMCCCD gets roughly 2% of the statewide CCC budget. Governor Brown's budget will cut \$400 million, making the District's share \$8 million. Part of the money Kathy was prepared to use to cover mid-year cuts, which did not occur, is available. That plus Measure G made our situation not as bad as it might have been.

A \$9 million cut would take us to basic aid, so we would no longer be dependent on the state budget. If we are cut \$8 million, we would not have far to fall to that floor. Teeka reported Kathy will ask the Board to run a deficit budget next year. We would not spend money we do not have, but we would spend from the reserves, including some of the money saved in anticipation of midyear cuts. Student fees will rise \$10, to \$36/unit. Apportionment accounting will allow the increased fee revenue to be credited to us. CCC Chancellor Jack Scott will ask it be given to the colleges. K-12 will not be cut.

There was no update on strategic visioning. Work on Board policy (Rules and Regs) marches forward. DSGC co-chairs Jing Luan and Ray Hernandez made the DSGC SharePoint site open access. Harry Joel is finding fixes. Some changes are easy, like changing the title of the District CEO from Chancellor-Superintendent to Chancellor. Teeka said most critical for faculty, ASCSM President Vivian Abellana was dynamite. There will be a change in financial aid. From now on students can owe up to \$200 before being subject to a hold. Policies and procedures are not in synch, and communications to students are not clear. Any student who owes money will be enrolled in a payment plan with a nominal fee and no interest. If they make no progress on paying, they will be disenrolled from their classes. Kathy Blackwood and Barbara Christensen say students are not now being disenrolled. The missing link is communication. Students at all three colleges are frustrated with financial aid in general. Speaking as a faculty member, Teeka said as long as procedures are not working well or policy is not followed, there should not be disenrolling. Students feel the district is not seeing the problem.

Points in discussion: Students are dropped by computer and informed by email, but the explanation letters are hard for students to understand. Students latch onto what they do understand – that they haven't paid. Students who owe money are also frustrated because of delays in getting their financial aid. It is a matriculation issue. How will it impact students in reaching their goals and getting through classes? If not done right, it unfairly burdens lots of students. The stated policy is not what happens. The Associated Students know their stuff. We should hold off on the policy discussion until we figure out what the problem is. The automatic payment plan is to keep students from being kicked out of class. There are questions about the scope of the plan. Does it seem workable to counselors and advisors?

David Locke reported on **College Council**: Susan spoke about the accreditation midterm report being accepted, and the search for faculty co-chairs. There was a brief presentation on the Spirit of CSM award. College Council will select the recipients. Mike's 1/10 welcome back email asked for nominees. More information is at <http://collegeofsanmateo.edu/spiritofcsm/> As Teeka reported, Mike said Measure G and other funds will cover state budget cuts. If there are more cuts, the District may go basic aid. College Center (B10) is coming online. The bookstore will open there on March 1, as well as a coffee bar and convenience store. On April 11, services on the second and third floors will open. DSPS and other services on the first floor will open there on May 1. DGME will move in over the summer. The Learning Center, at least for speech and foreign languages, will open in the fall. The ribbon cutting for College Center will be Thursday, April 14.

COMMITTEE APPOINTMENTS Diana approved, and Governing Council accepted, screening committees for math, electronics, cosmetology, economics, English, and microbiology, so those committees could begin work. Committees for football and nursing were approved previously. Together, those are the eight positions authorized for 2010-11 and 2011-12. New hires will start teaching in Fall 11. Faculty, not District HR, will be looking at whether applicants meet min quals. That task is a faculty responsibility. Governing Council also approved the faculty co-chairs named so far for Accreditation standards committees.

Two faculty members serve on each IPC committee, along with representatives of administration, students, and classified staff. Each IPC committee has a mission and a plan. IPC is looking for a faculty member to serve on

the Enrollment Management Committee. The committee on student conduct and discipline meets only as needed. We already have a similar committee, and the two are being merged.

IPC looks at workplans and goals and objectives, and makes sure everything fits. Projects requiring money go to BPC for funding. For example, Math Boost, a project put together by Cheryl Gregory and P. E., was brought to IPC through the Enrollment Management Committee and DIAG. Math Boost asked IPC for \$30,000. Diana asked why the Senate didn't know about it sooner, since it involves curriculum.

Teeka James asked whether there is a plan for replacing faculty laptops. Several of her colleagues have machines with battery problems or other malfunctions. Having a dying computer interferes with performance of faculty duties. Discussion followed regarding policy for replacing out of date systems. ITS does not service equipment out of warranty. Standard III issues must still be resolved regarding technology replacement. This is an issue at IPC being addressed by the Technology and Budget Planning Committees. Diana had thought that all faculty who moved back to 15 & 17 received new laptops.

There is not a funding mechanism to update computers and make other equipment upgrades. In the past, full-time instructors got a standard computer. Faculty in certain fields can get the additional computing power they need. Part-timers get netbooks, which can do at least word processing and PowerPoints. Diana will take these concerns back to Mike. She also asked faculty to contact her if they are experiencing computer failures.

The College Center (B10) ribbon cutting will be April 14. The bookstore will open there the week before spring break. Second and third floor people move in after spring break. PRIE will be available on the Friday 3/11 flex day for those working on program reviews, which are due 3/25.

ADJOURNMENT The meeting adjourned at 4:10 pm. The next meeting will be Feb. 22, 2011 in 12-170.