



## Governing Council Meeting

Mar. 22, 2011 minutes (April 7 draft)

### MEMBERS PRESENT

<b>President</b>	Diana Bennett
<b>Vice President</b>	Huy Tran
<b>Secretary</b>	Lloyd Davis
<b>Treasurer</b>	Rosemary Nurre
<b>Business/Technology</b>	Lilya Vorobey

### Language Arts

Teeka James

Daniel Keller

### Math/Science; SLOAC /P.E./Athletics

David Locke

Larry Owens

### Student Services

Jackie Gamelin

Kevin Sinarle

### MEMBERS ABSENT

<b>Creative Arts/ Social Science</b>	Benedict Lim Jim Robertson
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### Business/Technology

Ed Seubert

### Library

Teresa Morris

### Math/Science

Tania Beliz

### OTHERS ATTENDING

<b>ASCSM</b>	Bailey Girard
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### SUMMARY

- Governing Council saw final tweaks to policies and procedures on **min quals** for new hires and **additional FSAs** for current instructors.
- The DAS/AFT statement on forming a trust committee on **faculty evaluation** will be presented to the Board this week. DAS is also forming a committee to address **hiring policy and procedures**.
- Discussion on 2012-13 **budget cuts** included considering consolidations across the district, Measure G, and revising the allocation model away from growth (for colleges) and enrollment (for the district.)
- **Nomination of Senate officers** will take place at our April 12 meeting.
- Discussion of problems with getting **textbooks** to students included books not being ordered or properly shelved and delays in students getting EOPS vouchers.
- David Locke discussed progress toward **SLO/Assessment** goals. Tailoring of and training faculty in the use of **CurricuNET** and **TracDat** continues.
- A joint **AFT/DAS social** will be held at Canada Vista on Wednesday, May 4.

**CALL TO ORDER** The meeting was called to order at 2:20 p.m. in the SoTL Center, 12-170, by President Diana Bennett. The agenda, and the minutes of Mar. 8, 2011, were approved.

### OLD BUSINESS

**MIN QUALS / FSA POLICY & PROCEDURES** The document has undergone some wordsmithing and a few changes. In FSA policy “or bachelors or associate” was deleted and “AB 1725 requires that each local governing board, working with its faculty bargaining agent—in consultation with the local academic senate—establish faculty service areas (FSA) in developing reasonable rules to use when faculty lay-offs become necessary” was added. The updated version passed at DAS and has been sent to local senates for one more look.

**DAS/AFT TRUST COMMITTEE STATEMENT** On March 23 Diana will present the statement on reconstituting the trust committee to address faculty evaluation, to the Board of Trustees. She will emphasize it is faculty driven, important to all faculty members, and needs to be approved soon. Email Diana with things to emphasize. Both DAS and the AFT Executive Committee have discussed it.

**FALL BUDGET REDUCTIONS** Diana has heard of future budget issues from cabinet. On March 21 Kathy Blackwood made a presentation to BPC. We have enough funds and carryover for 2011-12, but we will be hit in 2012-13. The governor’s budget cuts \$400 million from community colleges, including about \$8 million from our district. If the June election on tax extensions doesn’t go through that could rise to \$14 million from district. Rather than focus only on the 2009 cuts, Cabinet wants to be proactive about 2012-13. Rosemary asked what the District doing to reduce its headcount. We lost Virgil Stanford, and combined divisions. What has been done at the district level? Are they taking a hard look at consolidation?

At BPC, Mike Claire said we would look hard at everything. Nothing will be safe. The District will look at its own operations. All college presidents and VPIs are looking hard at their programs and services. Mike is asking if we started with nothing and built a college, what would we have? Rosemary asked at what point the three colleges will come to grips with the fact that not every college can offer everything. We have to consolidate.

Jackie said she has asked at multiple meetings about how money is allocated to the District, but has never got a really good answer. It seems not fair for the District’s allocation to be based on enrollment when its costs do not vary directly with enrollment. A year or two ago the district shifted four of its positions so they would be funded by the bond issue. The colleges do not have that option. Huy said the District counts retirements as part of their cuts.

Teeka said Canada Senate president Martin Partlan got no answer when he asked Executive Vice Chancellor Jim Keller how Measure G funds will be allocated. District administration does not want to be pinned down. Maybe they have no answer they can stick to all the time. Martin’s question should be easy to answer. Huy called it a transparency issue.

Points in discussion: The old allocation model was based on growth. Mike says a model not based on growth will now be looked at. Diana said if we think the new model is not fair and reasonable, the District might just say after all this work to create the model, let’s try it. It’s a vicious cycle. We have to rely on the presidents of each college to see to it we have a fair and equitable allocation model.

Some courses on the 2009 list were brought back with Measure G money. In general, courses added to the schedule that way were cancelled if they were under-enrolled. Jackie Gamelan said there was \$46,000 for equipment, and that Measure G allowed adding about 180 classes for Spring 2011 and 110 for Fall 2010.

Teeka expressed concern our most financially fragile students will get bulldozed. With less counseling available, students are less aware of what they need to do. In one English class, only eight students had signed up near the time grades were due, so the class was cancelled. Others had not enrolled because they did not know whether they had passed the prerequisite. A week or two later 40 newly eligible students wanted the class. Diana asked for that to be brought up with the IPC Enrollment Management Committee, so we don’t lose such students. She asked ASCSM representative Bailey Girard to let the student rep on the EMC know. Teeka asked what we are doing for students who are not technologically literate or do not have computers, and did not see a counselor. The drumbeat to students should be ‘read your email.’

Diana said she has told administration it is urgent to let faculty know this spring about what is coming for 2012-13, so it does not come as a summer surprise. If programs will go away, we need to know. Unfortunately we will not know about the vote on tax extensions until June. In any case, 2011-12 is safe and this year's hiring will go on.

**PROGRAM REVIEW** Program reviews are very important for hiring, staffing, and equipment allocation, and in the new realm of budget reductions. Measure G innovation fund allocation, chaired by Kevin Henson, is linked to program review. Program reviews are public documents and are accessible on the web. It is important we do what we say we will do. The process must be rock solid. Teeka told of someone from outside asking how program review supports hiring an economics professor.

## **NEW BUSINESS**

**ACADEMIC SENATE DUES** Lilya distributed copies of an oversized \$20 bill with humorous reminders to faculty members to pay the \$20 annual Senate dues. Kevin Sinarle noted it did not tell how dues can be paid. Teeka suggested putting instructions on the back.

**NOMINATIONS OF OFFICERS** Nominations for the 2011-13 Executive Committee (president, vice-president, secretary, and treasurer) will be received at our April 12 meeting, so we should actively seek out nominees. Adjuncts can be officers. The new president will be in the middle of budget reductions. The Senate president gets 6 units reassigned time each semester. Rosemary would accept another term as treasurer, but this is Lloyd's last year as secretary. Candidates should provide a candidate's statement by April 12. The following week Diana will set up an electronic ballot with candidate information and statements. Rick Ambrose will oversee the election process. The balloting period will span two weekends, so we will have results by April 26.

**HIRING POLICY** DAS is looking at hiring policy and procedures. One issue is whether a college president can reject a screening committee approved by the senate. Each campus is hiring several new full-timers. Martin Partlan brought the matter to DAS. The committee, which he will chair, is looking for two faculty members from each campus. Adjuncts are welcome. Martin expects its work to take an academic year. No meeting times have been set. Some work can be done by email. Points in discussion: The work is faculty driven. Hiring of adjuncts is done within college divisions. Formerly a dean could do an emergency hire without faculty involvement, and during the new hire's first semester, department faculty could give a thumbs up or thumbs down via the evaluation process. In large departments there is continual hiring for the adjunct pool. Adjuncts should be as qualified and competent as full-timers, and have the same style of interview and teaching and/or skills demonstrations as full-timers. There is no longer emergency hiring for adjuncts. Candidates must meet minimum quals. Faculty are called in and paid an hourly rate for serving on screening committees.

**TEXTBOOKS / BOOKSTORE** Teeka put this on the agenda after an experience this semester with the bookstore, partly explained by their move. Several years ago the Senate discussed bookstore ordering practices. At the time the bookstore was not ordering enough books per section. Judy Worster, then bookstore manager, said she must base orders on how many were sold in previous semesters, in part because lots of people are late with book orders. Although the bookstore never ordered a book Teeka requested for this spring, it sent her a message saying her order was being processed. Teeka had planned her course so the book would not be needed until March 2, but since the bookstore never ordered the book, on March 2 no student had it. In recent years she has used trade books that cost \$15 each. That discounted price is available only through our bookstore. Teeka had a difficult back and forth with the bookstore to find out what was going on. Books and ordering are faculty purview. Teeka was told because of the bookstore moving from B34 to B10 any order would take two weeks. Then they said they could get copiers in six days.

40% of students do not get their books through the bookstore. The bookstore must plan accordingly. Bookstore textbook manager James Peacock bases the number of books ordered on the number of books sold the previous semester. Teeka said students not among the first 60% of her class going to the bookstore will not find the book there. EOPS money for books is useless if the books are not there. She is concerned about a lack of attention to

detail in the number of books ordered and available, and whether books are ordered or not. She asked whether this is something we want to pursue as a Senate, to respond to student needs.

Calling the issue complicated, Rosemary said the bookstore should keep track of demand, and whether or not they met it. When accounting faculty order a book, they hound the bookstore. That works, but should not be necessary. Other points in discussion: If we follow all the protocols, the books should be there. Be sure to use the right ISBN number, especially for new editions. Do not use online adoption if it is not functioning. We can always print out pdf forms from bookstore textbook manager James Peacock's March 16 email, fill them in, and send them to the bookstore by campus mail. Diana has asked James to make the forms interactive. There are technology issues, and the bookstore has procedures we are not aware of until after classes start. Faculty have ordered books and found they were not on bookstore shelves, and that used books are in the back but not on the shelves. Diana is willing to meet with James, student senate representatives and President Claire. She would also like more information from faculty about their experiences. Send word documents as attachments.

Diana asked members to gather information about faculty concerns. Rosemary said EOPS funding should come in time for students to get books at the beginning of the semester. Kevin said when students apply for EOPS, they must complete an educational plan and a FAFSA application. These take time, so EOPS students trickle in. Usually EOPS students get vouchers. Teeka said if it weren't for financial aid tied to the bookstore, she would not use it. Diana said the goal is to have a resolution that works for students and faculty.

**ANNOUNCEMENT** Bailey Girard announced **ASCSM elections** will be held in early May.

**STANDING COMMITTEE REPORTS** The **Library Advisory Committee** still does not have a chair. Laura Demsetz was unable to attend today because of a conflict with a screening committee for economics. She reported by email to Diana that **COI** is working on its regular review of courses and programs, including SB 1440 transfer associate degrees. It is developing an honors program and revision of the distance learning supplement. CSM anticipates transition to CurricUNET over the summer. The CurricUNET company did not have all our course outlines. Now it does. District Curriculum Committee members are trained in CurricUNET. Diana will send a memo to all VPIs to set up training for faculty. So far there has been training of trainers. We need faculty to be trained prior to the start of Fall semester. At CSM there will be no such training until August 11.

On the role of committee heads in the by-laws discussion, Teeka said it is better when there are clear procedures. At this time things feel haphazard. The 5 in 5 meeting in December produced a number of ideas, not necessarily in priority order, and the expectation of more discussions. Puente, which Teeka was hired to run, was on the same list as the honors program. Teeka wants administration to explain why the honors program is moving forward but Puente is not. Diana said COI is a subcommittee of the senate, but we did not know about, e.g., Math Boost.

Bailey Girard reported the Phi Theta Kappa and Alpha Gamma Sigma honor societies came to ASCSM in support of the honors program. Teela said the issue is not just the extra sections for honors, it is how the college spends money. Governing Council has had a vigorous discussion about the honors program. Diana said this will be on a future agenda, and asked whether COI is developing other programs we do not know about.

David Locke reported **SLOAC** (the Student Learning Outcomes Assessment Committee) met yesterday. Last weekend David attended the ASCCC Accreditation Institute, at which a survey took a temperature reading on where faculty see us regarding proficiency and sustainability as defined by ACCJC. ACCJC wants sustainable continuous quality improvement at all colleges by 2013, and proficiency level achieved by 2012. CSM is meeting a lot, but not all, of the conditions. SLOAC wants faculty perspective on where we believe we are.

David said some of our SLO work is at proficiency level 3 of 4. We should complete step 3 in Spring 2012, and step 4 in Spring 2013, with dialog at the institutional level. It is unclear who assesses all this. Susan Estes is our accreditation oversight liaison. David will meet with Susan and Laura next week. SLOAC has also discussed updating our websites and creating a SharePoint site. SLOAC does not have a SharePoint site for handouts, agendas, and meeting notes

The SLOAC website is five years out of date. David is working with Valerie Tyler on a new website format. Maybe this summer he can get the site built out and have it reflect accurately what is and is not done. David said a difficulty with TracDat is we have no control over format. Teeka said certain parts of the CSM web site are always up to date, others totally not. Are some things on the site vestigial and not supposed to be there?

David got training from Chandra Vanajakshi to be a TracDat super administrator. He wants to make suggestions about TracDat to make things easier for faculty. Jing Luan and Diana have the final say. There is a District TracDat Committee. Diana asked for data on what percent of courses are at the various levels of SLO assessment compliance. Overall, how do we stand as a college? Diana also asked about linking to TracDat.

**AFT/DAS SOCIAL** Diana announced a joint AFT/DAS Social Wednesday, May 4, at Canada Vista. She and Monica Malamud are working on it. There have been DAS updates throughout today's meeting, including the trust committee, min quals, hiring committees, and CurricUNET. We will hear an update from the Accreditation Oversight Committee next time. Faculty and administration co-chairs are lined up for the standards committees. The work is moving forward. We are OK on accreditation.

Teeka reported **DSGC** discussed the language of §8.70 of District Rules and Regs, on fees and charges. There was also talk about how Measure G funds are being used, and about accreditation. We have to research our evidence for the self-study.

Points in discussion: The CSM Technology Committee has set aside money for battery replacement, and will be replacing Scantron machines. The Scantron at the district office has been fixed. It is used to collect student survey data for faculty evaluation. Teaching and learning should drive expenditures. Are Scantrons how we want to assess learning, and are they used enough to justify their cost? B17 and B36 have them. The Technology Committee has Scantrons on the agenda for its March 24 meeting.

Diana encourages adjuncts to serve on Governing Council. Points in discussion: We are one faculty; having one adjunct across the college does not fit. Jim Robertson represented Social Science for years while an adjunct. We encourage part-timers to be involved. No one is being excluded, and meetings are open. Could we have co-representatives at the division level? Division reps have to represent their entire division.

**ADJOURNMENT** The meeting adjourned at 4:11 pm. The next meeting will be April 12, 2011 in 12-170.