



## Governing Council Meeting

April 12, 2011 minutes (April 23 draft)

### MEMBERS PRESENT

<b>President</b>	Diana Bennett	<b>Language Arts</b>	Teeka James
<b>Vice President</b>	Huy Tran		Daniel Keller
<b>Secretary</b>	Lloyd Davis	<b>Math/Science; SLOAC</b>	David Locke
<b>Creative Arts/ Social Science</b>	Jim Robertson	<b>P.E./Athletics</b>	Larry Owens
<b>Library</b>	Teresa Morris	<b>Student Services</b>	Jackie Gamelin
			Kevin Sinarle

### MEMBERS ABSENT

<b>Creative Arts/ Social Science</b>	Benedict Lim	<b>Business/Technology</b>	Ed Seubert
<b>Treasurer</b>	Rosemary Nurre	<b>Math/Science</b>	Tania Beliz
		<b>Business/Technology</b>	Lilya Vorobey

### OTHERS ATTENDING

<b>AFT</b>	Dan Kaplan	<b>COI</b>	Laura Demsetz
<b>ASCSM</b>	Bailey Girard	<b>Math/Science Dean</b>	Charlene Frontiera

### SUMMARY

- President Claire will host a budget retreat on 4/15 and an all-college meeting 4/20.
- Efforts continue to educate the Board about the horticulture/floristry program.
- Proposed ASCCC Spring Plenary resolution include restriction repetition of PE and art courses, and making the deadline for a W 50% of the way through a course, not the present 75%.
- Nominations for Executive Committee are coming in. The election will take place soon.
- Kevin Sinarle discussed DSPS services, the process for referring students to DSPS, and privacy issues.
- The Retirement Reception is tentatively set for Tuesday, May 10.
- 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 reported SLO work in the fall will focus on ‘authentic assessment’ and program SLOs.
- A joint AFT/DAS social will be held at Canada Vista on Wednesday, May 4.
- The Child Development Center’s Spring Benefit Concert is Saturday, May 7, noon –3 pm, near Building 5.

**CALL TO ORDER** The meeting was called to order at 2:22 p.m. in the SoTL Center, 12-170, by President Diana Bennett. The agenda, and the minutes of Mar. 22, 2011, were approved.

**PUBLIC COMMENT** Kevin Sinarle announced for Louise Piper that for a second year the Child Development Center is presenting a Spring benefit concert May 7 with reggae band Native Elements. The goal is to raise

\$10,000 toward making up a \$105,000 shortfall. Tickets are available from Kevin or the Child Development Center, and at the event. The concert, on the grass in front of Building 5, will be family friendly, with activities for kids including face painting and constructing things. Bring a blanket and picnic lunch.

Larry Owens stated the P. E. department is seeking support from ASCCC in opposing certain resolutions affecting P.E., in particular resolution 9.03 S11 which would eliminate repeatability for “activity” courses. Larry said often people need to take such a course more than one class to get the concepts. Teeka James noted where there were conversational foreign language classes with such a restriction. Students took an NC grade so they could get a do-over, but students who are not lifelong learners do not want an NC grade.

Diana reported there was discussion at Area B about lifelong learning courses. The resolution is unclear, but things will go back and forth at Plenary. Diana will seek clarification at the Area B meeting Friday morning. She will support what P.E. wants. Repeatability of art classes is also in question, in view of the budget. Art and P.E. have similar rationales for wanting repeatability. At Area B there has been serious discussion about what community colleges will look like in two years. Some people are afraid their college might not be around. One college got rid of all its deans.

## **OLD BUSINESS**

**BUDGET REDUCTIONS 2012/13** College leadership is invited to a retreat 4/15, for discussion and preparation for next week’s all college meeting. Kathy Blackwood told DAS the district is OK for 11/12, but 12/13 is the problem. We may be close to basic aid. Measure G funds have helped us, but it is unclear whether the Measure G parcel tax will be extended. A team is doing a survey to get the community’s temperature on a possible bond issue. As DAS president next year, Diana will share information.

Teeka asked us to encourage our colleagues to keep track of what AFT is doing. Over spring break she and Dan Kaplan went to a march in solidarity with Wisconsin, and on the state budget. CFT has resources, and access to the national AFT organization to share information about budget situation and strategies to help come together with other faculties to advocate for students and jobs. We can work together on multiple avenues to protect education. Keep checking the websites, read Yaping Li’s emails, and get involved now.

Dan said this is the wrong time for the District to be looking at another facilities bond. We are looking at a reduction of curriculum in the range of 14%. Our community has supported us with \$1 billion in facilities dollars, but we do not want empty buildings. A bond campaign now could hurt efforts two years from now to renew Measure G for another four years. Dan recommends forgoing another facilities bond at this time and running a serious campaign to extend Measure G for four years, so we will have classes to put into our buildings. If we can’t fund classes, it’s a bit of an embarrassment. The Board has been waxing euphoric about a facilities bond. The initial polling looks good, but there has been no discussion of reduction of curriculum.

Jim said if Governor Brown gets his November election and his tax extensions pass, people will be fed up with taxes. They may not support either a bond or Measure G. Teeka said our role is to assure that if another facilities bond passes, curriculum drives its use. Look at dental hygiene and Edison. We should be building space that is flexible, or updating existing space for multiple uses. What would become of our investment in the Planetarium if we cut astronomy? Our role is to keep asserting we drive curriculum and curriculum drives building.

Diana said it is important that in the next two years the senate and AFT work together and let the administration at all levels know what we feel is important. It will be tough for senate and faculty. In 2009 we went into a bartering system. Faculty worked very well together, locally and district-wide, to make important decisions. When Measure G passed, the District was not ready for collaboration with faculty.

Student fees, which are rising, go directly to the state. There is no guarantee we will get any of them back. CCLC (Community College League of California) president Scott Lay anticipates a fee increase to \$46/unit. Some predict \$66/unit. CCLC is a most reliable information source. Kathy Blackwood uses it. She says we can expect a 10 to 14% cut.

Mike has called a college retreat for Friday, 4/15. 12-4:30 in the College Heights conference room on the fourth floor of the new College Center, and an all-college meeting Wednesday, 4/20 2:15-4:30 in the Theater. The retreat will look at collective thinking on how to problem solve. Teeka said there was not enough notice for people to change their schedules to attend. This unintentionally disenfranchises people who need, for example, to arrange child care. People who were free went to the 5 in 5 meeting in November, and no other all-campus input occurred. Now things are rolling forward, and the 4/15 follow through meeting is on short notice. Mike is getting the same input from the same people. In the future, three weeks advance notice would be good.

**EDISON PROJECT** Huy reported President Claire has called a meeting for 4/13. Based on a conversation after the last Board meeting Huy thinks Chancellor Galatolo views the Horticulture PIV as being like any other PIV. Teeka said he needs to be educated that the Horticulture PIV is about improvement, not discontinuance.

Dan Kaplan said after the last senate meeting he was visited by some faculty members who were quite distraught after one of them had a conversation with Trustee Holober, who told them they need to accept that the horticulture/floristry program is dead because there are no jobs in that field. Dan said in fact the field is growing. Graduates of the program have their own businesses and extol the value of the program.

Speaking as CSM Senate President, Diana said at our last meeting we were clear Horticulture's was not a regular PIV. There was a facilities issue. Huy said his conversation suggests it was a bigger picture issue. Teeka said now we know what kind of struggle we have. We're talking about the program, not just the parking lot. Dan Kaplan said two different articulate student groups stayed through the entire Board meeting, which in itself impressed the trustees. Articles have appeared in the *San Mateo Daily Times* and the *Daily Journal*. The issue is now high profile.

Diana said we need to remind faculty of the need to support each other. Now is not the time to say your program is not as important as ours. How can everything work together? There may be areas we have not thought about.

**ASCCC SPRING PLENARY RESOLUTIONS** Several are up for approval. <http://asccc.org/session/materials> has a link to the resolutions. 9.13 and 9.14 relate to P.E./Athletics. Disciplines list changes (10.0) range from Health and Accounting to Ethnic Studies and Futures Studies.

Resolution 18.02 on drop/withdrawal policies would move the withdrawal deadline up from 75% of the way through a course to at most 50%, to assure students commit. Points in discussion: Allowing students to fail or withdraw from up to 49% of their courses without being put on probation is too lenient. If we are going to turn students away, we should focus on people who are serious about being here. One fix would be to change that percentage. Another would be to change the deadline for a W. Instructors are often asked by P.E. or financial aid for a student's current grade. In some courses, mid-semester is too early for a good estimate because the grade is heavily weighted toward work done at the end using skills developed during the semester. For such courses there is some benefit to having a later W deadline. A danger of a late W deadline is students put off working in the course, thus lowering their chance of passing. We need to warn students while there is still time. That and an early W deadline makes it more likely students will be diligent.

§55024 of Title 5 allows students to withdraw no later than the first 75% of a course. ASCCC resolution 18.02 S11 would make the latest withdrawal date no later than halfway through a course, to assure students commit. It does allow flexibility for extenuating circumstances. Members said in some courses a definitive evaluation of students' prospects that early in the course is difficult, making the early deadline unfair.

**NOMINATIONS FOR SENATE OFFICERS** Nominations received so far are James Carranza for President, Chandra Vanajakshi for Vice President, and incumbent Rosemary Nurre for treasurer. James is in English and is co-chair of the BSI Committee. Chandra is an adjunct in astronomy and is active in introducing TracDat to the faculty. No nominations have been received for Secretary. The election must be held four weeks before the end of spring semester. Rick Ambrose will proctor the election. The ballot will be available next week, so we will have results by our next meeting.

**DSPS** Kevin Sinarle led discussion of the role and responsibilities of faculty members regarding DSPS. The DSPS program is in place because of the ADA and Section 504 of the Rehabilitation Act of 1973, which assure equal access. When a student comes to the DSPS office, DSPS verifies documentation about disabilities from an outside professional such as a doctor or clinical psychologist. After appropriate academic accommodations have been determined, students with a verified disability are given a full-page yellow form to notify their instructors of their eligibility for accommodation. Students are now given one form, and asked to provide a copy of the form to each of their instructors to notify the instructor of their accommodation needs. This was done to cut down on cost of paper, and staff time.

Standard practices and law determine what accommodation is appropriate. DSPS looks the obstacles each disability presents, and provides accommodation accordingly. For example, it will provide and pay for an interpreter for hearing impaired students, and students going through chemotherapy may get a note-taker because of reduced cognitive abilities. DSPS has a Kurzweil computer program, among other technologies which can read out loud to students. DSPS may ask an instructor to ask for a student to volunteer to be a note-taker for an unnamed student in their class. The instructor refers the volunteer to DSPS to make the arrangements. .

In case of test accommodation, such as allowing extra time, DSPS proctors exams on the faculty member's behalf. Last year DSPS had staff reductions. Laura Skaff and Audra Fernandez in 16-150 handle all test proctoring and ensure test security. DSPS developed a small test proctoring form, to aid with the test proctoring process, which faculty members are asked to turn in with each test to be proctored. These forms are available on the DSPS website or can be picked up from the DSPS office. Fill it out with information about who the test is for, the length of the test, and other parameters such as whether the test is open book and/or open notes, and attach it to the envelope with the test. Sometimes instructors themselves can provide accommodation, if the arrangements are mutually agreed upon by student and instructor. This is OK under the law as long as both parties are agreeable. Sometimes students eligible for accommodations do not follow through. Call Kevin or the DSPS office with concerns.

Points in discussion: If a student records lectures as an accommodation, the student is informed that the lecture is the work product of the instructor, and as such, can not be shared with other students, or published as the student's own work. Students may additionally be asked to sign a "Tape-Recorded Lecture Policy Agreement. Some students use a Livescribe pen, which has a microphone at one end and a camera at the other so it photographs what students write and records the audio as they write. Students can download the recording to a computer, and edit and save it. The pens cost between \$120 and \$180 and require special paper. They have been around for about seven years. They are available at Costco and office supply stores like Office Depot.

Kevin said at some schools, the DSPS specialist emails all instructors about their DSPS students. CSM does not. At CSM, a DSPS goal is advocacy: teaching students how to talk about their needs and encouraging them to go to office hours. There is also a privacy issue, and civil rights and anti-discrimination laws to consider. If you don't know a student is disabled, you cannot be accused of discrimination.

Kevin asks instructors to talk to the student first, before sending him a referral form, which can be found on the DSPS website. That conversation often yields useful information. Kevin follows up. Usually instructors walk students over to DSPS, or send them over. Often such students are already in the program. It is against the law for instructors to ask students for specific diagnosis information, and it is more useful to ask about how a student's disability may affect their learning. If you suspect a student in your class may have a disability you could ask 'is there something going on that is causing you to have difficulty in my class?' or 'did you have help before, like in high school?' to determine if your student should be referred to DSPS. It may not be helpful to ask for a specific diagnosis. We want to serve students who are underperforming and could use help. Help is available through the DSPS office for instructors and students. Our LD specialist went from full-time to 40%. A short class has been developed to address the reduced one-on-one time available with the LD specialist, and meet the needs for Learning disability assessment. Students will be provided LD testing through this class, and individual appointments with the LD specialist. Students who have been served as a student with a disability before can get basic accommodation right away. CSM used to retest students to update their documents for

transfer. That has been discontinued, due to the budget cuts, and since universities have expanded their time window for accepting LD testing documents to five years from three. Many high schools don't test often enough, so we cannot always rely on high schools to provide recent LD testing results. Students who can afford it can get outside testing.

**TEXTBOOK ORDERS** will be deferred to the 4/26 meeting, with bookstore textbook manager James Peacock.

**RETIREMENT RECEPTION** Last year newly tenured faculty were honored along with retirees. Shall we continue to include them, and perhaps new hires? The event is tentatively May 10, the date of our last senate meeting. At this time there is nothing we need to agendaize for that meeting. We will have a food voucher from the food service people. Last year the event was in ASCSM's area in B17. Perhaps this year it will be on the second floor of College Center. At this point we do not know who is retiring. New hires may not be able to attend because of other commitments, and they get orientation in the fall. Having newly tenured faculty is really nice. David suggested talking with Annie Mitchell about using a room in College Center.

**STANDING COMMITTEE REPORTS** COI chair Laura Demsetz clarified COI's role on honors programs. COI does not allocate resources. It approves curriculum. An honors program would go through the senate. At its 4/14 meeting COI will discuss what it thinks an honors program should have. COI is likely to recommend thinking carefully about that use of resources in a time of tight budgets. Any action would be at the 5/12 COI meeting. If the institution wants to do something it should get started now, but it may be better to wait.

Dan Kaplan said he was perplexed about our having no honors transfer program. We have two active honor societies, but our honors program has been dormant for several years. People want it to happen, but it cannot be put together or run without resources. It requires an institutional decision on resource use. Faculty members have come to AFT dissatisfied with how the program was handled here as compared to at Skyline. Jim, who has taught honors courses, said we have been asked to look at honors as part of the accreditation self-study. COI is not the body to put an honors program together.

Diana said in the 2009 cuts reassigned time for honors and learning was cut in half by the administration. Faculty said they couldn't do them at that level of support. Last November the 5 in 5 group concluded we need an honors program, maybe at the district level. Canada introduced a new honors program in the last year or two. Skyline has a full program. An honors program must exist for two years to get transfer priority.

Laura attended an SB 1440 Transfer Model curriculum workshop with Susan Estes, Marsha Ramezane and Ada Delaplaine. Approval of transfer associate degrees is being expedited at the state level, but it is up to each community college to determine that its individual courses in these degrees are equivalent to the C-ID descriptors. This is done by discipline faculty, then COI. Laura will send a list of courses to deans and discipline faculty. At its 5/12 meeting COI hopes to approve our courses as equivalent to CID descriptors. With course equivalence in place, we can expedite approval of Transfer Model Curricula as they become available.

**SLOAC** David Locke reported some courses in TracDat do not currently exist, and some that do exist are missing from TracDat. 72% of courses in TracDat have at least one SLO. Of those, 85% have at least one assessment method for every SLO, and 34% have assessment data. Susan Estes will check on 680/690 courses. Some are in TracDat but it does not make sense to include 690s in TracDat. They might be covered by general SLOs. 680's are experimental courses could be in TracDat, but do they need to be? They change from semester to semester. There will be a big SLO push in the fall, with work on degree SLOs and a workshop on Opening Day on authentic assessment. ACCJC wants program SLOs for certificates and degrees and maybe for transfer. David noted physics majors usually do not get associate degrees because there are too many requirements for both transfer and an associate degree. David said authentic assessment involves looking more at real world activities. Multiple choice and survey questions are generally not authentic.

**PRESIDENT'S REPORT** Diana reported DAS discussed several topics besides the budget at its April 11 meeting. Full implementation of CurricUNET had been scheduled for Fall 10, but now it will be Fall 11. Jing spoke to the VPs about trainings so faculty can get access to it. COI members have been trained. We will open

access to faculty who want to use it over the summer. Jing will authorize paying people to be trained. There has been communication with the CurricUNET company. DAS also talked about PIV being for improvement and visibility, not discontinuance. Patty Dilko and Diana will serve as a task force to look at District policy, and what will work district-wide.

The DAS/AFT Social is scheduled for May 4 at Canada Vista. Dan Kaplan will be among its planners.

At its 4/24 meeting AFT Executive Committee will consider the statement on min quals for final approval. DAS expects to give its final approval in May. We are still using the old version. The new one will take effect this fall.

Diana reported she and Monica Malamud fielded questions on the faculty evaluation trust committee at the Board meeting. The Board is stuck on the collective bargaining part of it, but that is not our issue. Diana will follow up with Trustee Holoher and Chancellor Galatolo.

Diana said the focus in rewriting the statement was to emphasize the process is faculty driven. Having administrators as ex officio members is fine, but as a resource. They should not vote. They had no vote on the original trust committee. This point was clarified at the Board meeting. Also at the meeting visitors from China were present, and Canada president Tom Mohr gave a presentation on a possible international studies program in cooperation with a privately owned, for profit institution in Shanghai, founded in 2002. There will be a study session on this April 13. Tom Mohr and Jing Luan will be presenters. The idea is 1 + 1 + 2: students would spend one year in Shanghai, one year in our district, and two years at a four year college, maybe UOP. The cost for an international student would be \$6000/semester. The program could open a lot of sections. Dan asked why no other community colleges have attempted such a relationship. There are lots of unresolved questions, including housing and 'what ifs.' The Board wants to move in this direction to bring in additional funds.

**ADJOURNMENT** The meeting adjourned at 4:19 pm. The next meeting will be April 26, 2011 in 12-170.