

CSM ACADEMIC SENATE GOVERNING COUNCIL MINUTES
November 8, 2011, 2:35 p.m.—4:25 p.m.

MEMBERS PRESENT

President	James Carranza
Vice President	David Laderman
Treasurer	Rosemary Nurre
Secretary Pro Tem	Lee Miller
Past President	Diana Bennett
Business/Technology	Darrel Dorsett
Creative Arts/Social Science	Jim Robertson
Language Arts	Teeka James
Language Arts	Tim Maxwell
Math/Science	Tania Beliz
Math/Science	Darryl Stanford
Physical Education/Athletics	Joe Mangan
Student Services	Jacqueline Gamelin
Committee on Instruction	Teresa Morris
Student Learning Outcomes	David Locke

MEMBERS ABSENT

Business/Technology	Lilya Vorobey
Student Services	Kevin Sinarle

OTHERS ATTENDING

Mike Claire, CSM President
Laura Demsetz, Math/Science
Dan Kaplan, AFT
Madeleine Murphy, Language Arts
Sandi Raeber Dorsett, Business/Technology
Jeff Stanley, ASCSM

Agenda

Approved without objection.

Minutes:

Correction to Minutes: CA Master Plan of 1960, not 1968
Approved as corrected without objection.

ASCSM report: Jeff Stanley

Upcoming holiday toy drive to benefit Child Development Center and families at risk.

President's Report: James Carranza

Statewide AS plenary meeting

There was overwhelming opposition to the statewide task force recommendations on topics such as performance-based funding, lumping categorical programs together, and attaching strings to additional funding. Most resolutions focused on supporting faculty positions, maintaining local control, opposing efforts by state Chancellor's office to centralize power, etc.

James observed that some other colleges allow more limited participation by faculty in decision-making than we do at CSM.

District Board Rules and Regulations Revisions

James Carranza suggested changes in language to indicate that instructional programs take precedence over other uses for the Fitness Center. Load of courses utilizing the facility has been falling and while this may be simply due to changes in offerings and student need it is something for us to pay close attention to. Barbara Christensen will consult with deans and Vice Chancellor of Auxiliary Services to develop new language.

Proposal to eliminate language mandating that 55% of vending machine revenue be allocated to ASCSM. In practice, ASCSM has been getting 100% of vending machine revenue, so the current language actually limits their revenue.

Grade Submission Deadline

In order to accommodate the new Plan Ahead, Pay Ahead policy (students get dropped from their classes, prior to the start of classes, if they haven't made arrangements for payment of fees), District changed grade submission deadline to an earlier date. Changed from January 4 to December 20, and then changed to December 22. This change allows A & R to roll grades from fall 2011 semester prior to having to figure out whether students have made arrangements to pay fees for spring 2012. But it's not clear how there will be time for corrections to grades (submission deadline is :45 prior to the point at which grades are rolled, becoming final). Also not clear what happens if grades come in late, which will likely be the direct result of changing the deadline in this way and without proper consultation and cooperation with faculty. At the last District Shared Governance Committee meeting James Carranza requested that the district keep track of the direct impact this change has on students—incomplete grades, transcripts going out with "rd's" and so on.

Diana Bennett said that District AS had opposed this change, and their opposition resulted in the change from December 20 to December 22. The vice presidents of instruction at the 3 colleges DAS president will be drafting a letter to inform faculty of this change, but they haven't done so. Diana will inform the faculty of this change, so that they can plan for it. She said she was told that there would be consequences

for faculty who habitually fail to turn in late, but as Teeka James pointed out it's not clear what those consequences will be or how they will be applied judiciously and fairly across the district.

Tim Maxwell and Teeka James said that this change will make it impossible for many faculty to get their grades in on time because they've assigned lots of papers or projects with deadlines at the end of semester. This change was announced after the start of the semester, and faculty cannot change the deadlines listed in their syllabi to accommodate the new (earlier) grade submission deadline. They also cannot change finals without reducing quality or rigor.

Dan Kaplan said that AFT told the District that this is a faculty working conditions issue, and that the faculty should have been consulted in advance. He said that the District is claiming this change was made to benefit classified staff in Admissions and Records but, in fact, the CSEA leadership opposed this change.

Rosemary Nurre indicated that faculty were not adequately notified of this change. It was buried at the end of a lengthy email about Websmart. She said that faculty should have been notified more effectively, so that they could have responded and/or planned for the change.

James Carranza said that he, along with the Canada and Skyline AS presidents, does not support the District decision on this though he will continue to advise on behalf of faculty, with students' best interest in mind. Admin created this problem by their failure to consult with faculty early on when faculty could have helped to make a smooth transition, and now it's up to admin to address the issues and challenges their hasty deadline change may create.

David Laderman said that other local community colleges in the area have their grade submission deadlines in early January.

David Locke, SLOs

47 programs submitted degree SLOs. Still waiting on 10 programs.

Mike Claire, CSM President

CSM Institutional Planning and Decision Making Manual

AB 1725, passed in 1988, mandates shared governance. He wants to improve this at CSM. He plans to create CSM Institutional Planning and Decision Making Manual. He wants to have a dialogue and debate with faculty in the process of creating this. This manual would clarify how decisions should be made, who participates in the process on particular issues, etc.

Teeka James said that some of this information exists in the Faculty Handbook. Mike Claire responded that this information would be the starting point for the manual;

the aim is to codify and clarify current practices. He hopes to get handbook completed by March, and thereafter to update it annually.

All College Meeting next Tuesday

He will provide an update on 5 in 5 Initiative, Measure G implantation, Measure H election results, and the budget.

Up until August, he was expecting an additional \$3M budget cut. At the 9/7 Board meeting, there was a PowerPoint presentation by CFO Kathy Blackwood in which she made a recommendation to use some one-time money to smooth out expected cuts over the next few years. That will allow CSM to have a status quo budget in anticipation that things will get better in a few years. But we need to be ready to enact cuts right away, depending on what happens with the state budget in January. Just in case he needs to do this, he wants input from faculty on how to make drastic cuts quickly in a way that isn't going to "turn the college upside down."

Dan Kaplan observed that the faculty union is not mentioned in outline for the decision-making process. What's AFT's role?

Mike said that the original documents back in the 1980s identified the 4 constituencies to participate in decision-making, and AFT wasn't among them. But he said that issues related to contracts require consultation with AFT.

6.13 Curriculum and Program Development, Program Review and Program Viability Discontinuance

James Carranza requested input. He asked whether there were any objections to separating policy and procedure. There were none.

District Shared Gov committee wants to have more flexibility on the college level over procedures, even if the policy is the same at all District colleges. The mutual vision is for a District-wide policy, but for implementation procedures to vary on college level.

Instructional Designer Position

James Carranza provided answers to the questions asked at the previous ASGC meeting. He explained that the Instructional Designer position will be a part-time position, and therefore it won't go through program review or to Academic Senate for approval. The person hired will report directly to VPI Susan Estes. It will be a faculty position, rather than classified staff, at the insistence of faculty members on Distance Education Committee. (They wanted someone familiar with teaching.)

Dan Kaplan said that the persons holding this position at Cañada and Skyline were classified staff were transformed into faculty by virtue of holding this position.

Diana Bennett suggested that there would need to be a discipline expert on the hiring committee for CSM. The persons hired for this position at Canada and Skyline might be able to fulfill this role.

Several speakers suggested it would be appropriate to consider whether the minimum requirements for this position make sense.

Laura Demsetz indicated that the position would be able to provide support to all faculty, but the primary emphasis would be to support Distance Ed. She said she'd go back to the Committee to ask that this be clarified.

David Laderman asked why ASGC needs to approve anything. ASGC doesn't normally approve part-time faculty positions. Laura Demsetz said that the difference in this case is that we don't have CSM faculty with expertise in this area, so ASGC must be consulted.

Several speakers observed that there are communications problems between committees and ASGC. Better communication would have avoided the situation at the previous ASGC meeting, where ASGC objected to the appointment of faculty to the hiring committee because we didn't understand what exactly was being proposed.

Action Items

Motion to approve appointment of Theresa Martin and Christine Bobrowski to the CSM Instructional Designer Hiring Committee. Approved without objections.

Motion to recommend that there should be a discipline expert on the CSM Instructional Designer Hiring Committee. Approved without objections.

Motion to recommend that the CSM Instructional Designer should provide support to all faculty, not just those teaching Distance Education courses. Approved without objections.

Learning Center Advisory Committee

James Carranza recommended that we establish an advisory committee for the new CSM Learning Center to assist Jennifer Mendoza, LC director, in creating SLOs, mission statement, and action plan. He suggested that it be a temporary advisory committee for the Learning Center, in anticipation of restructuring/streamlining the AS committee structure next year with regard to Instructional services. He suggested that there be co-chairs from the faculty and the administration. The Language Arts dean (who Jenn reports to) or the LC director could be the administrative co-chair while the faculty co-chair could be the ASGC President or Vice President or an appointee from ASGC. There should be additional faculty representatives on the committee—from divisions/departments with services in the LC and from current Labs and Centers. Jenn Mendoza supports the idea and there was consensus in moving forward.

In Spring, James suggested we might consider establishing an AS Instructional support or services committee, which represents, advises, and helps to coordinate the LC, existing labs and centers, and the library.