

**CSM ACADEMIC SENATE GOVERNING COUNCIL MINUTES**

**April 10, 2012**

**2:30 p.m.—4:40 p.m.**

**MEMBERS PRESENT**

|                              |                    |
|------------------------------|--------------------|
| President                    | James Carranza     |
| Vice President               | David Laderman     |
| Treasurer                    | Rosemary Nurre     |
| Secretary                    | Lee Miller         |
| Business/Technology          | Darryl Dorsett     |
| Language Arts                | Teeka James        |
| Math/Science                 | Darryl Stanford    |
| Physical Education/Athletics | Larry Owens        |
| Student Services             | Jacqueline Gamelin |
| Student Services             | Kevin Sinarle      |
| Library                      | Teresa Morris      |

**MEMBERS ABSENT**

|                              |               |
|------------------------------|---------------|
| Business/Technology          | Lilya Vorobey |
| Creative Arts/Social Science | Jim Robertson |
| Language Arts                | Tim Maxwell   |

**NONVOTING REPRESENTATIVES**

David Locke, Student Learning Outcomes Assessment Committee Chair  
Regina Ramos, ASCSM Secretary  
Teresa Morris, Librarian, Committee on Instruction, Chair

**OTHERS ATTENDING**

Rick Ambrose, Accounting  
Dan Kaplan, AFT  
Charlene Frontiera, Dean of Math/Science  
Theresa Martin, Biology

***Due to a clerical error, ASGC is not in compliance with requirement in Bylaws that the agenda be posted to all members of the Academic Senate. Therefore, votes at this meeting may not be binding and may require another vote at the next regularly scheduled meeting.***

**I. ORDER OF BUSINESS**

**Agenda:**

The following changes were made to the agenda:

- Meeting date April 10, not March 27.
- Delete from II.3.d.: Middle College & Transfer Reception.

- Change subject for IV.2. to “ASGC Election,” and change time to 3:45-4:15
- Change time for IV.3. ASGC Resolutions to 4:00-4:20

Agenda approved as amended.

**Minutes:**

3/27 minutes approved without objection.

**3. Public comment**

Kevin Sinarle: DSPS seminar on 5/2 regarding Smart Pen (It can record audio while taking notes, and email files.)

Tim Maxwell: 2-hour workshop regarding Human Rights Curriculum. 2:00 p.m. Thursday 4/12 in College View conference room, Bldg. 10.

Dan Kaplan: 5/1 & 5/2 AFT will be going to “fact-finding.” Faculty have been working without a contract since 2009. AFT is collecting faculty signatures on a petition to convince the District Board that faculty support the efforts of the AFT leadership to negotiate a contract.

**II. Information Items**

**1. ASCSM Update:** Paige Kupperberg

Spring Fling next week, Tuesday-Thursday, 10:00-1:00.

General election of senators and officers, 1<sup>st</sup> week of May, campaigning to start in 2 weeks.

**2. MESA Program Application:** Theresa Martin & Tania Beliz

The Math/Science Division is preparing a Math, Engineering, Science Achievement (MESA) grant application, to be submitted by 4/30. Canada and Skyline both have MESA programs. CSM is applying for a grant to support and expand Division programs focused on enhancing student success; outreach to high school students; recruiting more students to study science, technology, engineering and mathematics (STEM); and to retain more economically disadvantaged students in STEM. The grant would also help to fund a position of Program Director. The position would either be a 12-month staff position, or a 10-month non-teaching faculty position. They have identified a potential internal candidate, currently at KCSM, who is looking for a new position through the District managed hiring program.

Motion to support application was approved without dissent.

### **3. President's Report**

#### (a) Institutional Planning Committee

There is a proposal to merge IPC and the Budget Planning Committee. Jackie Gamelin said that this makes sense because IPC decides priorities and then the Budget Planning Committee determines whether funding is available for the IPC priorities; but in fact, only Maggie Ko and Mike Claire know whether money is available, and therefore it would make sense for IPC to just call Maggie, rather than have a separate Budget Planning Committee.

James Carranza is working with Andreas Wolf & Bev Madden to redefine the role of the Enrollment Management Committee, to make it a subcommittee of IPC, to study issues of concern and propose procedures to test systems. For example, it could track cohorts of women who study in the biological sciences. The plan is to make the responsibilities of the committee more specific and goal-oriented.

#### (b) College Council

Continuing discussion of proposal to allow students to park after 5:00 pm in up 2 of the 4 parking lots located below Bldg. 18.

Teeka James asked how much parking is available for night class faculty. James Carranza replied that the parking lots are mostly empty.

James Carranza indicated that he will report to College Council that ASGC has no objections to the proposal.

#### (c) Budget Planning Committee

See Item (a), Institutional Planning Committee, above.

#### (d) Update: District Shared Governance, Rules & Regulations

Jackie Gamelin expressed concern about proposed deletion of section allowing members of the public to make statements in rule 1.60.

Teeka James suggested that public statements were implied section 1 of regulation.

Dan Kaplan said that the Board doesn't typically respond to comments by the public right after comments are made. The Board typically

responds at the end of the meeting, often after the person who made the comment has left the meeting.

#### **4. Standing Committee Reports**

##### **(a) Basic Skills Initiative**

No report.

##### **(b) College Assessment:** David Locke

The committee is moving forward with an online degree application. When students select their degrees, they will be directed to a self-assessment survey. The other 2 colleges in the District are interested in using the proposed self-assessment system. However, this seems to be in conflict with the apparent desire of the District to have a Banner-based system.

##### **(b) Committee on Instruction:** Teresa Morris

CurricUNET goes live on Thursday.

##### **(c) Library**

No report

#### **III: Action Items**

##### **BSI & SoTL Professional Development Coordinators:** James Carranza

Teeka James suggested separating out the BSI 3 units and the other 3 units. Teeka felt that the BSI 3 units are easier to support than the other 3. She also observed that the job description for the position is similar to that of the Vice President for Instruction, and wondered whether VPI Estes' office could fulfill this role, with ASGC overseeing the work like other committees.

James Carranza indicated that the BSI Committee is looking into other state funding sources for the additional 3 units. Two possibilities are unused Flex funds or Professional Development Committee funds.

Teeka James requested that the ASGC be provided with data on reassigned time before voting on this proposal. Teeka also recalled that there used to be a SOTL Coordinator, but it was defunded. Why was this position defunded, and what has changed now to justify funding it again?

James Carranza indicated that he would seek the information requested and report back at the next ASGC meeting.

Item tabled until next ASGC meeting.

#### **IV. Discussion Items**

**1. Program Review Revision:** James Carranza

A meeting will be scheduled to discuss the priorities for the Comprehensive Program Review process. After the priorities are established, faculty who've recently completed reviews will be invited to provide feedback to working groups drafting revisions to program review forms. As revisions to the Comprehensive Program Review are completed, the working group will consider possibilities for Annual Program Reviews.

**2. ASGC Election:** James Carranza

James Carranza apologized, explaining that he was confused about elections occurring every year when terms are, unofficially, for two years; therefore, he had not begun preparations for this spring's election in a timely fashion. He also apologized for distributing the agenda for the current meeting to the faculty list serv rather than to the all faculty list. So the agenda did no come out at least 2 instructional days prior to the meeting, as required by By-Laws. Items voted on today will be carried over to the next meeting, so that there can be no challenge to the validity of those votes.

Lee Miller reported that the Bylaws require that all officers be elected at least 4 weeks prior to the end of every spring semester. The last day of the current semester is 5/25. Therefore, the election must be held on or before 4/27. The Nominating Committee must submit their nominations at a regularly scheduled ASGC meeting at least 2 weeks prior to the election. If the election is held on the latest date allowed, 4/27, the Nominating Committee must report to ASGC by 4/13 (in just 3 days). The membership of the Nominating Committee is supposed to be approved by the ASGC. This cannot occur at the 4/24 meeting, because that will be too late. Therefore, approval of the appointments to the Nominating Committee must occur at today's meeting. The Nominating Committee must complete its work by Friday, so that the election can occur 2 weeks later, by 4/27, the last date allowed by the Bylaws. James Carranza also needs to appoint a "Teller Committee" to supervise the counting of the ballots.

Tania Beliz suggested that we notify the faculty so that they can offer their nominations, and that we approve the nominations at the next

ASGC meeting. Lee Miller indicates that this would violate the timeline in the Bylaws.

Teresa Morris agreed that we should have a nominating period and have nominations approved at next meeting.

Lee Miller suggested that ASGC approve the Nominating Committee membership at the current meeting, and also approve its nominations today. The Nominating Committee could then inform the faculty that it would accept additional nominations through Friday. The list of nominees would then become final on Friday if there are no additional nominations. If there are additional nominations by Friday, then the final list would be approved at the next regularly scheduled meeting ASGC meeting, and the election would take place 2 weeks after that meeting.

There were no objections to this course of action.

James Carranza nominated two former ASGC presidents, Rick Ambrose and Tania Beliz, to serve on the Nominating Committee. The appointment of Rick Ambrose and Tania Belize to the Nominating Committee was approved without dissent.

The Nominating Committee recommended the current officers for their current positions:

- James Carranza, President
- David Laderman, Vice President
- Rosemary Nurre, Treasurer
- Lee Miller, Secretary

The recommendations of the Nominating Committee were approved without dissent.

James Carranza proposed that balloting in the election be allowed for 48 hours, 4/25-4/27. This was approved without dissent.

James Carranza will nominate 3 members of Teller Committee, to be approved at next ASGC meeting.

Lee Miller reported that ASGC representatives must make sure that their Divisions have elected 2 representatives to serve for the 2012-2013 academic year; one representative will serve for the remaining year of the current 2-year term, and the other will serve for a new 2-year term. Division representatives should report the names of those selected for 1-year and 2-year terms at the next ASGC meeting.

Lee Miller also reported that Student Services currently has 2 representatives, but is entitled to only 1 under the Bylaws. Both can continue attending ASGC meetings, but only 1 can vote. CASS and Athletics currently only have one representative each, but they are both entitled to 2 representatives.

Lee Miller reminded the ASGC that all votes taken at the current meeting should be repeated at the next meeting, so that the validity of the votes cannot be challenged on the basis of the late distribution of the agenda for the current meeting.

**3. SLO Resolutions:** David Locke

David Locke presented his draft resolutions and requested feedback.

James Carranza said that the ASGC at each college in the District will draft their own resolutions on these topics. The District Academic Senate will review the resolutions adopted by the college academic senates and will draft District Academic Senate Resolutions.

Lee Miller observed that the Resolution 4 “Whereas,” indicating that the Academic Senate opposes the attainment of SLOs being used for faculty evaluation, is not true unless Resolution 3 (which states this) is first adopted.

Teeka James proposed deleting the first “Whereas” in Resolution 1, because she disputes that the duties listed are part of contractual duties, because these duties pre-date SLOs. Consensus in support of her proposal.

Teeka suggested changing the title of Resolution 1 to indicate doing the things listed is in the purview of faculty, rather than the duty of faculty.

Teeka suggested that we devote an hour to discussion of the resolutions at the next ASGC meeting.

James Carranza said he’d schedule a lengthy period of time to discuss the resolutions at the 4/24 meeting, and he will schedule a study session on another date following 4/24 to finalize the language.

Meeting adjourned 4:40 p.m.