CSM ACADEMIC SENATE GOVERNING COUNCIL MINUTES
November 27, 2012
2:30 p.m.—4:30 p.m.

MEMBERS PRESENT

President	James Carranza
Vice President	David Laderman
Treasurer	Rosemary Nurre
Secretary	Lee Miller
Business/Technology	Darryl Dorsett
Creative Arts/Social Science	Michele Titus
Creative Arts/Social Science	Jim Robertson
Language Arts	Amy Sobel
Language Arts	Tim Maxwell
Math/Science (& SLOAC Chair)	David Locke
Math/Science	Kathy Diamond
Physical Education/Athletics	Joe Mangan
Student Services	Kathleen Sammut
Student Services	Kevin Sinarle

MEMBERS ABSENT

Business/Technology	Lilya Vorobey
Library	Stephanie Alexander

NON-VOTING REPRESENTATIVES

ASCSM President	Paige Kupperberg
COI Chair	Teresa Morris

OTHERS ATTENDING

Charlene Frontiera, Dean of Math/Science
Dan Kaplan, AFT
Terry Kistler, Business
Matt Schmeeckle, student

I. ORDER OF BUSINESS

Agenda:
Agenda approved without objection.

Minutes:
11/13/2012 minutes approved without objection.

Public Comment:
Tim Maxwell received praise for CSM Honors Project at a conference in Boston.

James Carranza will distribute by email some new District Board policies to review and comment upon.

Charlene Frontiera announced a Flex Day activity: Reading Apprenticeship, Friday, Jan 11, 8:30 to 2:30

II. Information Items

1. ASCSM Update: Paige
Town Hall with Congresswoman Jackie Speier on 11/26 was successful. Planning another Town Hall next semester with State Senator Jerry Hill. ASCSM made 14 participatory governance appointments on 11/26. Planning Relaxation Week (refreshments and yoga) on the week before finals and Reboot Week at the start of spring semester. There will be a retreat during winter break. Planning to organize 10 events next semester.

2. President's Report: James Carranza

(a) College Council Update
Didn't meet. Nothing to report.

(b) Institutional Planning Committee Update
Didn't meet. Nothing to report.

(c) SoTL Professional Enrichment Co-Coordinator
Two professional enrichment coordinators were selected: Teresa Martin for SoTL and Jeramy Wallace for BSI.

(d) Division Email Lists, AS Representatives
Email list serves are set up. Contact Grace Noland for help with utilizing it.

3. Standing Committee Reports

(a) Basic Skills Initiative: James Carranza, Co-Chair
Seeking a student representative.

(b) College Assessment: David Locke, Chair
No report.

(c) Committee on Instruction: Teresa Morris, Chair
Deadline for inclusion in new catalogue is the Dec. 6 meeting.

There will be a Flex Day workshop on using CurricUNET, Thursday, Jan 10, 10-12.

III: Action Items

   None

IV. Discussion Items

1. Phi Theta Kappa (PTK) Presentation: "The Bulldog Project"
Matt Schmeekle, PTK Director of Advocacy, and PTK members played a short video created to motivate students to complete their educations. The video addresses high dropout rates among community college students and how to reduce those rates. The creators of the video interviewed students from diverse backgrounds, who explained why they go to CSM and what has influenced them to pursue their goals. The video was presented as a gift to CSM to use for recruitment or other purposes.

2. Spring Flex Days, January 10-11, 2013 (Thursday and Friday)

Spring Flex Day Schedule, January 10-11, 2013 (Thursday and Friday)
Thursday, Jan 10
10:00 am to 12:00 pm: **CurricUnet** (organized and led by Teresa Morris)
10:00 am to 12:00 pm: *__Camtasia__—Online video software, Troubleshooting and idea exchange.
1:00 pm to 4:00 pm: *__WebAccess__—Gradebooks and quizzes
*organized and led by Tania Beliz, Chris Smith, Yin Mei Lawrence, and Alexis Alexander

Friday, Jan 11, College Heights conference room, Bldg. 10
8:30 am to 2:30 pm: **Reading Apprenticeship**
8:30 am to 9:00 am: Coffee and Conversation
Lunch will be served.
(organized and led by Theresa Martin in collaboration with the California Community College Success Network, 3CSN.)

3. Program Review Process and Planning
ASGC reviewed the final program review forms for Instruction, Learning Support Centers, and Student Services, and the webpages where key institutional planning documents can be readily accessed.

There will no longer be different comprehensive and annual forms. Each program will conduct a program review annually, with emphasis on continuous improvement in student learning, and aiding the college with short-term and long-term planning. Live links take you to the documents you need to review in completing the program review. It's not a "one size fits all" form. Different programs are left to address and emphasize different things.

It is important for the program review to guide college planning not merely list needs for more positions, resources, equipment, instructional materials, etc. Yet items not listed in program review are unlikely to be provided.

The eventual goal is to create online forms in order to streamline planning process by making program review data more accessible through an online database.

During the discussion, members offered the following suggestions:
- Provide sample program reviews (examples to emulate).
- Greater feedback after faculty turn in their program reviews.

The section on Equipment and Technology requests raised lots of questions as to the meaning of "for ongoing program operations." Is this for routine maintenance or supplies? Or only for new expenses/items? Several speakers suggested that this question needs clarification. Amy Sobel suggested that faculty should ask their deans for clarification.

Position requests require a separate form. This form asks for the specific criteria that the college uses to evaluate program review requests, streamlining the process.

Meeting adjourned at 4:05 pm.