

# ACADEMIC SENATE GOVERNING COUNCIL

## AGENDA

Tuesday, March 26, 2013, 2:30 p.m. to 4:30 p.m.

**Location: 18-206, Faculty Lounge**

*All members of the campus community are welcome to attend ASGC meetings.*

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### **I. Order of Business, 2:30 to 2:35**

- 1. Call to Order**
  - 2. Approval of the Agenda and Draft Minutes, Tuesday, March 12, 2013**
  - 3. Public Comment (2 minutes per)**
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### **II. Information Items**

- 1. 2:35: ASCSM Update**, John Killic, Secretary, ASCSM
  - 2. Division Information, Language Arts**, Amy Sobel
  - 3. Performance Evaluation Task Force (PETF) Update**, Tania Beliz
  - 4. President's Report**
    - a. College Council Update—CSM Planning Manual: Summary of Key Recommendations and Decisions, District Process for Evaluating Delineation of Functions
    - b. Institutional Planning Committee (IPC) Update
    - c. Retiree's Reception, **Tuesday, May 14, 2:30 to 4:30**
    - d. Safety Committee Update
    - e. Election of Division Representatives, **April 26**
    - f. MOOC Update—Request for Faculty
    - g. ASCCC, Area B Meeting: **Friday, March 29, 10:00 a.m. to 3:00 p.m.**  
College Heights Conference Room, 10-468
  - 5. 3:05: Standing Committee Reports**
    - a. Basic Skills Initiative, Carranza, Co-Chair
    - b. College Assessment Committee, Locke, Chair
    - c. Committee on Instruction, Morris, Chair
    - d. Library Advisory Committee, Stephanie Alexander
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### **III. 3:15: Action Items**

1. Proposed:

*To better inform college planning processes and decision-making, specifically with regard to student learning and program planning, the Academic Senate of the College of San Mateo recommends that faculty and others involved in completing program review identify program review themes and trends to be incorporated into institutional planning processes. (Specifically in sections II.A., II.B.1 and 2, II.F.1 and 2, IV, V.A., VB, V.B.1, 2, 3, and V.C.)*

2. Cosmetology Hiring Committee: Becky Boosalis (Cosmetology), Andria Nalls (Cosmetology) Cynthia Erickson (Business, adjunct)
3. Appointments to Nominating Committee: Tania Beliz and Rick Ambrose  
Appointments to Tellers Committee: Tania Beliz, Rick Ambrose, and Teresa Morris

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#### **IV. 3:25: Discussion Items**

##### **1. Election Timeline and Procedures**

GC will review the Executive Committee's recommendations for election processes. (See attached Executive Committee Meeting Minutes.)

##### **Important Election Dates:**

- Submit nominations for ASGC Officers to the Nominating Committee Chair, Tania Beliz, [beliz@smccde.edu](mailto:beliz@smccde.edu).
- Nominating Committee Report, Beliz: ASGC, Tuesday, April 9.
- Ballot Open: Tuesday, April 23 through Friday, April 26.

**Nominations may be made from the floor at ASGC, Tuesday, April 9.**

##### **2. ASGC Leadership, Reassigned Time**

GC will consider "ideal" reassigned time unit allotments for President, Vice President, and COI Chair, per the Executive Committee's recommendation. (See attached Executive Committee Meeting Minutes.)

##### **3. Program Review: Division Themes and Trends Summary and IPC Feedback**

GC will consider the Summary reporting form and review the ASGC recommended process.

##### **4. GE SLOs and Assessment Philosophy**

David Locke, CAC Chair, will review GE SLO alignment and revised assessment philosophy.

##### **5. Amendment to Bylaws: Committees**

GC will review the language to be used in amending bylaws to include the Basic Skills Initiative Committee and Learning Support Centers Coordination Committee as standing committees of the academic senate per the requests of both committees.

##### **6. Bylaws: Policies and Procedures**

GC will consider draft language outlining procedures to appoint faculty to administrative screening committees. GC will also consider developing a procedures handbook.

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#### **V. Future Topics, Fall 2013: To be decided**

**Next meeting:** Tuesday, April 9, 2013, 2:30 to 4:30, 18-206, Faculty Lounge