

CSM ACADEMIC SENATE GOVERNING COUNCIL MINUTES
March 26, 2013
2:30 p.m.—4:15 p.m.

MEMBERS PRESENT

President	James Carranza
Vice President	David Laderman
Treasurer	Rosemary Nurre
Secretary	Lee Miller
Language Arts	Amy Sobel
Language Arts	Tim Maxwell
Library	Stephanie Alexander
Math/Science	Kathy Diamond
Math/Science (& SLOAC Chair)	David Locke
Physical Education/Athletics	Larry Owens
Student Services	Kathleen Sammut
Student Services	Kevin Sinarle

MEMBERS ABSENT

Immediate Past President	Diana Bennett
Business/Technology	Darrel Dorsett
Business/Technology	Lilya Vorobey
Creative Arts/Social Science	Jim Robertson
Creative Arts/Social Science	Michele Titus

NON-VOTING REPRESENTATIVES

ASCSM Secretary	Can John Kilic
COI Chair	Teresa Morris

OTHERS ATTENDING

Tania Beliz, Biology
Theresa Martin, Biology

I. ORDER OF BUSINESS

Agenda:

Approved without objection as amended:

- Tabled item V.4. until April 9 meeting.

Minutes:

3/12/2012 minutes approved without objection.

Public Comment:

Theresa Martin passed out flyer about a Great Teachers Seminar and asked that faculty post them.

Tim Maxwell asked faculty to ask their best students to apply for the Honors Project. He will send application materials to interested faculty.

II. Information Items

1. ASCSM Update:

No report.

2. Division Information, Language Arts: Amy Sobel

Many students earning an AA-T or AS-T degree lack only the classes in information competency and physical education required for earning a regular CSM associates degree. Students often finish all classes for the associates degree but neglect to apply for the degree. Faculty should remind students to apply for a degree.

James Carranza said Jennifer Hughes has suggested possibly changing to an “opt-out” system for earning an associates degree, so that students automatically are awarded a degree without the necessity for submitting an application.

Kathleen Sammut said that students can go into WebSmart to update their academic goal.

3. Performance Evaluation Task Force (PETF) Update: Tania Beliz

Division deans will request that faculty complete surveys regarding the faculty evaluation process. Of particular concern are questions concerning SLO evaluation and distance education classes because these are important for the process of accreditation. Tania also requests that faculty email her suggestions or submit suggestions by using the link on the Academic Senate website.

4. President’s Report: James Carranza

(a) College Council Update

CSM President Mike Claire is drafting a CSM Planning Manual.

James will distribute a document on the District Process for Evaluating Delineation of Functions.

(b) Institutional Planning Committee Update

Program reviews have been received and will be reviewed by teams from IPC membership. Each team will review 13-14 program reviews. Authors of the program reviews will receive feedback from the team that reads the program review.

(c) Retiree’s Reception

Tuesday, May 14, 2:30 to 4:30, on the Building 10 patio overlooking the Bay.

(d) Safety Committee Update

The committee is discussing a number of issues, including installing rumble dots on roadways, to slow down traffic, and building-related emergency preparedness issues.

(e) Election of Division Representatives

ASGC Bylaws require the Divisions to elect their new representatives by April 26.

(f) MOOC Update

There is a discussion to establish a District Academic Senate committee to examine the prospects of MOOCs in our District. Rosemary Nurre said she'd be willing to serve if this committee is established.

Tania Beliz said that the District may be interested in having a group of faculty collaborate with Udacity on creating a MOOC as a pilot project. James Carranza said that before appointing faculty to a pilot project there needs to be a district AS plan to guide it, to consider MOOCs in the context of the colleges and the needs of the students we serve.

Amy Sobel cautioned against waiting for the District Academic Senate to take the lead, that it might be a *fait accompli* at that point.

Theresa Martin suggested that MOOCs would be contrary to provisions in the faculty contract.

Tania Beliz suggested that District Academic Senate President Diana Bennett be invited to ASGC to explain where we are in the process of considering the establishment of MOOCs.

James Carranza asked faculty to email him questions regarding MOOCs, which he will take to the District Academic Senate.

(g) ASCCC, Area B Meeting

Northern California delegates to Statewide Academic Senate will be meeting at CSM, Friday, March 29, 10:00 a.m. to 3:00 p.m., College Heights Conference Room, 10-468.

5. Standing Committee Reports

(a) Basic Skills Initiative: James Carranza, Co-Chair

Several faculty and staff members from CSM went to Northern California Umoja Symposium to learn about Umoja (similar to the Puente Project, but geared toward African Americans), to evaluate the prospects for bringing this program to CSM. James Carranza will invite Frederick Gaines and Jennifer Mendoza to speak about this at the next ASGC meeting.

(b) College Assessment: David Locke, Chair

No report.

(c) Committee on Instruction: Teresa Morris, Chair

The committee is working on updating GE Handbook. Discussing changes to the GE pattern at CSM, including whether we should make it more consistent with the other colleges in the District and/or with CSUs.

(d) Library Advisory Committee: Stephanie Alexander

12-3 pm on Friday 4/19. Spring faculty reading event, refreshments to be served. Review library collection. Engineering Club to demonstrate their Maker-bot. Teresa Morris said that it is part of the duties of faculty to review the library's collection to determine whether it reflects what's actually being taught.

III: Action Items:

1. Proposed resolution program review and institutional planning:

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.)

Approved without objection.

2. Cosmetology Hiring Committee: Becky Boosalis (Cosmetology), Andria Nalls (Cosmetology) Cynthia Erickson (Business, adjunct).

Approved without objection.

3. Appointments to Nominating Committee: Tania Beliz and Rick Ambrose.
Appointments to Tellers Committee: Tania Beliz, Rick Ambrose, and Teresa Morris.

Approved without objection.

IV. Discussion Items

1. Election Timeline and Procedures

ASGC discussed the Executive Committee's recommendations for election processes. No objections were raised.

Important Election Dates:

- Submit nominations for ASGC Officers to the Nominating Committee Chair, Tania Beliz, beliz@smccd.edu.

- Nominating Committee Report, by Tania Beliz to 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

CSM President Claire had suggested increasing the reassigned time for ASGC president and officers, given the increase in workload. ASGC considered the ASGC Executive Committee's recommendations on changes to the reassigned time unit allotments for ASGC President, Vice President, and COI Chair. James Carranza has discussed the possibility with President Claire. He explained that the college has revamped institutional planning and committee structures over the past 6 years, but we've done little to officially acknowledge the increase in faculty leadership responsibilities. We're working with a unit reassignment system and sense of duties, which were designed decades ago and for a much different college planning structure.

Executive Committee Proposal:

- Increase President from 6 to 9 units per semester
- Increase Vice President from 0 to 3 units per semester
- Increase COI chair from 3 to 6 units per semester
- Leave SLOAC Coordinator at 6 units per semester

Kathy Diamond asked for an accounting of time spent to justify the increase in release time.

James said that the ratio is 2.5 hours per unit of re-assigned time and that he will provide an overview of time spent in meetings. He's sure that the time he spends on academic senate duties exceeds the current 15 hours per week and is much closer to the 22.5 hours per week. (9 units multiplied by 2.5 hours/unit). James will also survey AS Presidents, VPs, or representatives at the upcoming Area B meeting. The district AS is hosting the event at CSM.

James also indicated that he feels it's inappropriate to ask the vice president to take on a lot of responsibilities, given that the vice president receives no release time. However, it's important that the vice president gain the experience necessary to later serve effectively as president. Therefore, it would be appropriate to grant release time to the vice president even if it means no increase for the President. And all agree that the COI Chair is underfunded.

Kathy Diamond expressed concern that officers will get increased release time and then not do sufficient work to justify it. James Carranza agreed, saying this creates an impetus for the development of an ASGC procedures manual to clarify the duties of the officers, so that they can be held accountable. He explained that if we increase reassigned time, we can expect more from our faculty leaders in the future.

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

ASGC considered the summary reporting form and reviewed the ASGC recommended process. Kathy Diamond suggested that summaries should cover only those items of note, not all 12 parts listed in the form.

4. Amendment to Bylaws: Committees

ASGC discussed 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. There were no objections to a proposal to place this on the ballot for approval this semester.

5. Bylaws: Policies and Procedures

ASGC discussed draft language outlining procedures to appoint faculty to administrative screening committees.

There were no objections to the proposal to amend the bylaws next year to remove procedures to a separate policies and procedures manual. This will enable ASGC to modify procedures without confusing bylaws with procedures or amending bylaws to include procedures, which then need a vote of the faculty. The bylaws, which are amended only by a vote of the faculty, will dictate fundamental AS policies like the structure and powers of the ASGC, and the powers of the ASGC officers.

Meeting adjourned at 4:30 pm.