

**CSM ACADEMIC SENATE GOVERNING COUNCIL MINUTES**

**October 22, 2013**

**2:30-4:35 p.m.**

**MEMBERS PRESENT**

President	David Laderman
Vice President	Theresa Martin
Treasurer	Rosemary Nurre
Secretary	Lee Miller
Immediate Past President	James Carranza
Business/Technology	Steve Gonzales
Creative Arts/Social Science	Michele Titus
Language Arts	Merle Cutler
Language Arts	Amy Sobel
Library	Stephanie Alexander
Math/Science	Santiago Perez
Student Services	Martin Bednarek
Student Services	Kathleen Sammut

**MEMBERS ABSENT**

Business/Technology	Lilya Vorobey
Creative Arts/Social Science	Jim Robertson
Math/Science	Carlene Tonini-Boutacoff
Physical Education/Athletics	Joe Mangan

**NON-VOTING REPRESENTATIVES PRESENT**

ASCSM President	Hayley Sharpe
COI Chair	Teresa Morris
SLO Coordinator	David Locke
SoTL Co-Coordinator	Jeremy Wallace

**NON-VOTING REPRESENTATIVES ABSENT:** none

**OTHERS ATTENDING**

Morrie Barembaum, member of ACCJC site visit accreditation team  
Laura Demsetz, Engineering  
Catherine Firpo, CSM Cares  
Charlene Frontiera, Dean of Math/Science  
Jennifer Mendoza, Director of the Learning Center  
Marsha Ramezane, Dean of Counseling

**I. ORDER OF BUSINESS**

**Agenda:**

Agenda approved without dissent.

**Minutes:**

Correction to minutes to add full names and titles for David Laderman and CSM President Michael Claire.

Corrections to 10/8/2013 minutes approved without objection:

10/8/2013 minutes approved as corrected without objections.

**Public Comment:**

Catherine Firpo described some of the services and programs available from CSM Cares, including Kognito training for faculty (managing at-risk and mental health issues and concerns). The film High Ground will be screened at CSM on 11/12 & 12/6. A panel of 4 veterans will facilitate a discussion after the film.

Laura Demsetz indicated that the District funding allocation model is being reevaluated.

Lee Miller announced the continuation of a series of workshops for noncustodial parents, especially fathers, held at CSM on the second Sunday of the month. The next workshop will take place on Sunday, November 10. Workshops, which are led by Herman Gill, Ph.D., board member from the National Parents Organization, take place from 6:00-7:30 pm in 16-209.

Theresa Martin announced a Reading Apprenticeship Luncheon and panel discussion, Friday 12:00-2:00, 18-206. On 11/22, there will be a Reading Apprenticeship workshop.

**II. INFORMATION ITEMS**

**1. ASCSM Update:** Hayley Sharpe, ASCSM President

A delegation of 6 students went to Sacramento for leadership training. On the first weekend in November, there will be state student senate assembly. 10/30 & 31, there will be music, games and food on campus in honor of Halloween.

**2. President's Report:** David Laderman

**(a) Institutional Planning and Budget (IPBC) update**

James Carranza said that the Basic Skills Committee is now an institutional committee. David said that Jennifer Mendoza gave a presentation on the establishment of a Umoja program at CSM.

**(b) College Council update**

College Council confirmed the Participatory Governance document that ASGC had endorsed on 10/8. College Council will now focus on how to facilitate participatory governance at CSM. Rosemary Nurre asked what this means, and James Carranza said that the goal is to document how participatory

governance is done at CSM and to clarify specifically how to improve participatory governance.

**(c) District Participatory Governance Committee (DPGC) update**

DPGC has completed the process of reviewing all District rules and regulations. Toward the end of the semester, DPGC will begin reviewing Ch. 6 rules concerning instruction.

**(d) District Academic Senate (DAS) update**

DAS discussed Trakdat and CurricUNET. There is a proposal to fold SLO reporting into CurricUNET. DAS also discussed establishing a portal to provide information about MOOCs. Also discussed was the possibility of using technology such as MOOCs to combine low-enrolled classes at multiple campuses.

DAS also discussed how new regulations will affect repeatability of 690 courses.

David Laderman indicated that Martha Tillman has resigned from director of Study Abroad. The coordination of the program is moving to Skyline College. One suggestion was to invite more involvement by members of the community to participate in study abroad.

Distance Education Advisory Committee, which provides STOT training to faculty, seeks feedback. Members of the ASGC expressed their perception that the committee is opaque. Lee Miller indicated that his application for STOT training had been rejected two years in a row, on the basis that priority is given to faculty who are already teaching distance education courses. Theresa Martin indicated that CSM has its own distance education trainer, Alexis Alexander. Lee asserted that his Division Dean had told him that training by Alexis was insufficient, and that faculty need to have completed STOT training before being assigned distance education courses. Lee suggested expanding the availability of STOT training for faculty. David Laderman indicated he'd inquire into the feasibility of this.

Goals for District Academic Senate are being revised. Suggestions will be appreciated.

David Laderman reported that Alicia Aguire had asked for faculty feedback on the discipline meeting at District Opening Day. In response, some ASGC members indicated that the discipline meetings were productive as organized, while others suggested that they be moved to a different day in the academic year. There was also a suggestion to have different disciplines meet in separate rooms, rather than, for example, having all the social sciences meet in the same room. This discussion continued later in the agenda.

### **(e) Area B meeting update**

David Laderman attended statewide Academic Senate Area B meeting, in preparation for upcoming statewide plenary meeting. David requested faculty input on draft resolutions, which he will bring to the fall plenary.

David Laderman said that statewide Academic Senate president Beth Smith gave an update on AB955, signed into law by Governor, which will allow colleges to charge higher fees (4 times as high) for high-demand courses scheduled during summer and intercession. 4 of 6 colleges invited to pilot this declined because they're opposed.

The state legislature passed revisions to SB440, Transfer Model Curriculum, creating pilot a program to create TMCs for areas of emphasis within certain degrees.

## **3. Standing Committee Reports**

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

Annual report to be sent to state chancellor's office will be available for review. BSI plans to continue with the same goals and programs as last year.

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

Accomplishments from last year: revised institutional and GE SLOs, assessment philosophy. Faculty working on program review will get survey results from last year.

Goals for current year include:

- Revising GE SLO assessment questions in "campus climate" student surveys. Trying to get a data set from students who are completing a degree or requirements for transfer.
- Planning a workshop on Sat. 11/16 concerning certificate and degree SLOs and encouraging faculty in departments offering new degrees to attend the workshop. (Faculty will receive a stipend, plus continental breakfast and lunch, for attending.)
- Updating the assessment plan.
- Discussing how to better accommodate students taking courses at multiple campuses but getting degrees from CSM.

### **(c) Committee on Instruction:** Teresa Morris, Chair

12/5 is the last meeting at which proposals will be considered for inclusion in fall 2014 catalogue. SLOs can be modified in CurricUNET.

### **(d) Library Advisory Committee:** Stephanie Alexander

Events are scheduled for 10/30 and 10/31 in CSM Maker Space in the Library.

**(e) Learning Support Centers Coordination Committee (LSCCC):**

Jennifer Mendoza and Kristi Ridgway, Co-Chairs

LSCCC is trying to align its mission and priorities to CSM's. The Learning Center is piloting a new attendance tracking system.

**III: ACTION ITEMS** None

**IV. DISCUSSION ITEMS**

**1. Academic Senate dues & Scholarship Fund**

David Laderman said that there was a request for an Academic Senate scholarship fund. Rosemary Nurre said that there is \$2000 in the ASGC treasury and ASGC has never funded a scholarship fund. However, last year, ASGC did contribute to the Susan Estes scholarship fund. David said that there is a CSM Faculty Investment Fund that funded scholarships in 2011 and 2012. But no one at the ASGC meeting remembered ASGC voting to fund this. Rosemary Nurre had no recollection of writing a check for this. Therefore, the consensus was that this has not been funded by ASGC. Rosemary Nurre said that in the past, ASGC funded Christmas parties and retirement gifts for administrators, and also paid for faculty to go to a Great Teachers seminar.

James Carranza suggested ASGC document how ASGC solicits dues and what those dues are spent on; based on this information, ASGC should evaluate what changes should be made. It was indicated that at Cañada and Skyline, the dues are \$75 or \$100. Martin Bednarek suggested that dues be paid monthly, and prioritize funding for worthwhile endeavors like scholarships, rather than parties. Teresa Morris suggested that instructions for paying dues be displayed more prominently on the Academic Senate website. Theresa Martin suggested setting up payment by PayPal. Amy Sobel said that people who pay dues feel more invested in the organization. Rosemary Nurre and Steve Gonzales suggested that ASGC make greater efforts to get more faculty members actively involved in Academic Senate. Lee Miller suggested that ASGC determine the level of dues at other District colleges, how much they money they raise from dues, and what they spend it on. David Laderman said he'd email the treasurers at the other colleges to get this information.

**2. Flex Day planning**

Teresa Morris said that agendas were supposed to be distributed at Opening Day cross-campus discipline meetings, but the document didn't get distributed very well. Lee Miller suggested that the different disciplines be scheduled to meet in separate rooms. Once political science faculty left and met in a separate room, there was a productive discussion about aligning curriculum, and a follow-up meeting was scheduled and held. Amy Sobel said that the meeting of ESL faculty was very productive and in general it is good to meet regularly. Merle Cutler indicated that there are too many meetings at the beginning of the year, and holding cross-campus discipline meetings in January would be better. Steve Gonzales expressed

disappointment that colleagues from his discipline at the other colleges didn't show up. He suggested using technology to meet if faculty can't do so in person. Martin Bednarek and Kathleen Sammut said that the meetings in their disciplines were very positive. Catherine Firpo said she appreciated meeting with faculty from different disciplines during the meetings. She indicated that a lot of adjunct faculty cannot afford to spend the whole day at Opening Day meetings, given their rate of pay.

There are 2 Flex Days at CSM scheduled for January. Theresa Martin presented a PowerPoint presentation on state guidelines for Flex Day planning. Flex Days should focus on staff improvement, student improvement and/or instructional improvement. They can be individually planned activities that occur anytime outside of a faculty member's normally scheduled hours, or campus-wide in-service activities planned in a shared-governance process. Teresa Martin pointed out that staff can't do flex hours whenever they want like faculty can. Steve Gonzales said that he completes a lot of flex hours outside of flex days. Flex day activities should have value for faculty if you want them to attend, Steve suggested, because many faculty don't need the extra flex hours. David Laderman suggested that Opening Day Flex Days should be scheduled on Monday and Tuesday, with classes to start on Wednesday. Theresa Martin suggested that we offer a menu of options for faculty to choose between. She suggested training for the new WebAccess system that is being implemented in January. James Carranza suggested that ASGC discuss how many flex days we want to have. Rosemary Nurre suggested that part-time faculty be paid for the time they spend doing flex activities.

### **3. Professional Development funding structure/priorities**

Not discussed.

### **4. Early Alert Recommendations**

Not discussed.

### **5. Cross-Campus Collaboration**

Not discussed.

**Meeting adjourned at 4:35 pm.**