

**CSM ACADEMIC SENATE GOVERNING COUNCIL MINUTES**  
**December 10, 2013**  
**2:30-4:30 p.m.**

Amendations and revisions by David Laderman, with Theresa Martin, in red

**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	Jim Robertson
Creative Arts/Social Science	Michele Titus
Language Arts	Merle Cutler
Language Arts	Amy Sobel
Library	Stephanie Alexander
Math/Science	Carlene Tonini-Boutacoff
Student Services	Martin Bednarek
Student Services	Kathleen Sammut

**MEMBERS ABSENT**

Math/Science	Santiago Perez
Physical Education/Athletics	Joe Mangan

**NON-VOTING REPRESENTATIVES PRESENT**

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

**NON-VOTING REPRESENTATIVES ABSENT**

SLO Coordinator	David Locke
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**OTHERS ATTENDING**

Katie Bliss, English  
Teeka James, English  
Harry Joel, Vice Chancellor, Human Resources  
Dan Kaplan, AFT  
Jennifer Taylor-Mendoza, Director of the Learning Center

**I. ORDER OF BUSINESS**

**Agenda:**

David Laderman proposed the following amendments to the agenda:

- New Item (a) in Presidents Report: faculty scheduling survey

- Emergency Action Item: approval of membership of hiring committee

Amendments to agenda approved without dissent.

Secretary Lee Miller read from Article VI of the By-Laws:

The President must place an item on the agenda of the Council meeting (a) at the request of any Council member or (b) on receipt of a signed, written request to the President by at least 10 members of the Senate.

Lee Miller noted that the Agenda omitted ~~the~~ Discussion Items he previously requested ~~by Council members:~~

- Administrative interference with faculty purview over curriculum development ~~(Lee Miller)~~
- ~~Honors Project (Merle Cutler)~~

~~Merle Cutler commented that her request to discuss the Honors Project had yet to appear on an agenda.~~

~~President David Laderman noted his obligations under Article VI and indicated that these two items, and all other items requested by Council members, will henceforth be place on the agenda of meeting immediately following the request that the bylaws do not specify that a discussion item request be put on the next meeting agenda. He also noted that it is the responsibility and prerogative of the President to create the agenda, based on a variety of factors, not only GC member requests, but also time-sensitive items, the order in which items are requested, and the relevance of items to GC concerns. There was discussion of timekeeping, to limit the duration of discussions. Laderman agreed to the suggestion that all requested discussion items be put on the agenda, and that each meeting covers as many items as time permits.~~

~~Theresa Martin moved to end discussion of the Agenda. By a vote of 8/2, discussion ended.~~

~~Agenda approved as amended without dissent.~~

**Minutes:**

Laura Demsetz requested that the 11/26 minutes be corrected to note her attendance at the meeting.

There was a discussion of what sorts of comments should and should not be included in the minutes. ASGC Secretary Lee Miller read from Roberts Rules of Order: "... the minutes should contain mainly a record of what was *done* at the meeting, not what was *said* by the members" (p. 468).

CASS division rep Jim Robertson presented the following statement, which was read aloud:

The following comments refer to the minutes at hand. First, the presiding officer should ensure that the two minute limit per person on public comments be enforced, unless the body should vote otherwise. Second, the public comment section should not be used by a member or officer of this body for a proposal that properly belongs under the section "Future Agenda Items." Third, when making a proposal under "Future Agenda Items," the proposal should be stated succinctly and any substantive discussion be reserved for the time when the chair has placed that "future item" on the agenda as a discussion/action item. The proposal should be presented in a generalized form that has broad applicability and should not be presented as even giving the appearance of a personal polemic. I believe these four points preserve the good order and dignity of this body. Thank you for your attention to these considerations. I request this statement be placed in the minutes of this meeting.

James Robertson  
10 December 2013

Theresa Martin made the following Motion: Secretary will rewrite the 11/26/2013 minutes to conform with Roberts Rules more consistently.

The Motion passed: 12 in favor, 1 opposed, 1 abstention.

The Minutes were tabled until re-written, per the Motion above.

**Public Comment:**

Theresa Martin indicated that there will be a meeting of Math/Science Committee on 12/12 at 3 pm to discuss their MOOC proposal.

Michelle Titus indicated February is Black History Month.

**II. INFORMATION ITEMS**

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

Announced upcoming events, including Relaxation Week and events for the children enrolled in the Child Development Center. Additional events will be scheduled for spring semester.

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

**(a) Faculty Scheduling Survey**

President summarized the comments received from CASS division reps, in response to the faculty scheduling survey. Through an email error, the

responses from the CASS division reps were delayed. The CASS survey responses indicated satisfaction with the process for scheduling classes in the CASS division.

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

At its meeting tomorrow, topics of discussion will include classified staff hiring, Umoja, climate on campus, template for new initiatives, and creating a separate **sub**-committee to take over the budgetary functions of IPBC (as had been the case prior to the 2013-14 academic year).

**(c) College Council update**

The committee is investigating training College Council members on how to facilitate participatory governance.

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

Future topics to be discussed include minimum qualifications, adding a new grade of “failure through withdrawal” for a student who stopped attending a class but didn’t withdraw, more faculty participation in selection for STOT training, the academic calendar and the scheduling of spring break.

**(e) Fall 2014 Faculty Hiring Committees**

President will make nominations over break, subject to ratification by ASGC at the first spring semester meeting.

**(f) Honors Project Showcase**

Scheduled for 12/17 at 4:00 pm Bayview Dining Room.

**(g) Transfer Tribute**

To be planned for spring semester.

**(h) Au revoir: Amy Sobel; Bienvenue: Kathleen Steele**

Kathleen will be replacing Amy as Language Arts Division representative.

**3. Standing Committee Reports**

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

Katie Bliss discussed Project Change, a new initiative for (nonviolent offender) students in transition from Hillcrest Juvenile Hall to CSM. Seeking faculty mentors for these students.

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

No report.

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

Added an additional COI meeting in January.

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

No report.

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

Jennifer Taylor-Mendoza and Kristi Ridgway, Co-Chairs

The Committee is continuing to evaluate how to make centers more effective at fostering student success.

**III: ACTION ITEMS:**

**1. Faculty Hiring Committee membership**

No nominations were made for English, Librarian, and Counseling.

James Carranza made the following motion: ASGC ratifies all of the following nominations, and requests that a third faculty member from the Language Arts Division, or a Spanish faculty member from a sister college, be added to the Spanish faculty hiring committee:

NOMINATIONS

Biology (Human Anatomy)

Tania Beliz (Biology)  
Kathy Diamond (Biology)  
Matt Leddy (Biology)  
Huy Tran (Biology) (Chair)  
Charlene Frontiera (Dean Math Science)

Psychology-AOD

Kevin Henson (Dean)  
Jim Clifford (Psychology) (Chair)  
Jeremy Ball (Philosophy)  
Minu Mathur (Sociology)  
Angela Stocker (Part Time AOD; Retired FT)

Math (2)

Bob Hasson (Math) (Chair)  
Cheryl Gregory (Math)  
Harry Nishanian (Math)  
Alyssa Wong (Math)  
Darryl Stanford (Astronomy)  
Charlene Frontiera (Math Science Dean)

Dance/Kinesiology/CTE

Andreas Wolf (Dean, Kinesiology)  
Larry Owens (Kinesiology)  
Mike Schmidt (Kinesiology)  
Joe Mangan (Kinesiology) (Chair)  
Brooke McKinney (classified)

#### Spanish

Interim Lang. Arts Dean  
Richard Castillo (Spanish) (Chair)  
Jing Wu (Chinese)

#### ESL

Interim Lang. Arts Dean  
Kristi Ridgway (ESL)  
Brandon Smith (ESL)  
Nancy Paolini (ESL) (Chair)

Motion was approved without dissent.

### **IV. DISCUSSION ITEMS**

#### **1. Flex Day Planning: January Sessions**

Jeremy Wallace and Theresa Martin presented a proposed schedule for the January 9 & 10 Flex Days.

Merle Cutler and Amy Sobel requested a Discussion Item about activities for more cross-campus collaboration activities for Opening Day flex days.

#### **2. Faculty and Textbook Prices (Hayley Sharpe)**

Hayley discussed ways to reduce the textbook costs for students: used books (faculty need to send in book orders early), book rental, placing copies of books on reserve in the library, and ebooks.

#### **3. Academic Senate dues & Scholarship fund**

~~Discussed how dues are collected and how they are spent. Rosemary Nurre and Theresa Martin requested a Discussion item on the distribution of Academic Senate dues enrollment forms to faculty attending the Fall semester Opening Day program.~~ Discussed improving the rate and the process of collecting dues, to be able to create a scholarship or invest in other worthy endeavors. David Laderman suggested creating a "task force" to address this topic more concretely next term, to include Rosemary Nurre, Theresa Martin and Hayley Sharpe.

#### **4. GC officers' re-assigned time**

Not discussed

#### **5. Release time for department chairs**

Not discussed.

#### **~~NEW DISCUSSION ITEMS TO BE PLACED ON THE NEXT MEETING'S AGENDA~~**

- ~~• Administrative interference with faculty purview over curriculum development (Lee Miller)~~
- ~~• Honors Project (Merle Cutler)~~
- ~~• Increasing cross-campus collaboration on Opening Day Flex Days (Merle Cutler & Amy Sobel)~~
- ~~• Distribution of Academic Senate dues enrollment forms at Fall Opening Day (Rosemary Nurre and Theresa Martin)~~

**Meeting adjourned at 4:32 pm.**