

# CSM ACADEMIC SENATE GOVERNING COUNCIL MINUTES

February 11, 2014

2:30pm – 4:30pm

## MEMBERS PRESENT

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President	David Laderman
Vice President	Theresa Martin
Treasurer	Rosemary Nurre
Secretary	Stephanie Alexander
Business / Technology	Steve Gonzales
Creative Arts / Social Science	Jim Robertson
Creative Arts / Social Science	Michele Titus
Language Arts	Merle Cutler
Language Arts	Kathleen Steele
Library	Stephanie Alexander
Math / Science	Carlene Tonini-Boutacoff
Physical Education / Athletics	Larry Owens
Student Services	Martin Bednarek
Student Services	Kathleen Sammut

## NON-VOTING REPRESENTATIVES

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ASCSCM President	Hayley Sharpe
COI Chair	Teresa Morris
LAC Committee Co-Chair(s)	Stephanie Alexander
SoTL Coordinator(s)	Jeremy Wallace

## OTHERS ATTENDING

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Tania Beliz, Biology  
Peter Bruni, District  
James Carranza, Language Arts  
Catherine Firpo, Psychology  
Charlene Frontiera, Math / Science  
Teeka James, English  
Dan Kaplan, AFT  
Yin Mei Lawrence, Chemistry  
Jane McAteer, Nursing  
Marsha Ramezane, Counseling  
Christopher Smith, Biology

## I. ORDER OF BUSINESS

### 1) Approval of the Agenda and Draft Minutes, Tuesday, January 28, 2014

**Agenda:** Agenda approved without changes.

**Minutes:** One correction was requested – Section IV, Discussion Item B: Correct to reflect the discussion around characteristics of honors courses to “harder texts, higher grading standards.” Minutes were approved with correction.

### 2) Public Comment

Catherine Firpo distributed flyers for the CSM Cares events on the March 5<sup>th</sup> Flex Day, as well as the Art with Impact event on March 14<sup>th</sup>. Dr. Teceta Tormala will present on “Race, Immigration & Psychological Health” on February 25<sup>th</sup> from 12-1 as part of Black History Month at CSM.

David Laderman invited everyone to attend the “Veteran Documentary Corps Premiere” at the Castro Theater on February 11<sup>th</sup> with faculty and students from the CSM Film Club.

Theresa Martin invited everyone to view the Black Scientist Poster Exhibition on the first and second floors of Building 36 to celebrate Black History Month.

## II. INFORMATION ITEMS

### 1) Associated Students of College of San Mateo (ASCSM) Update (*Hayley Sharpe*)

There will be a Lunar New Year celebration on campus from February 11-13. The ASCSM will be giving out hot chocolate in front of Building 10 on February 13<sup>th</sup> to celebrate Valentine’s Day, and other clubs will have items available for sale. Hayley requested faculty to let ASCSM know if the music being played on the 13<sup>th</sup> disturbs classes. ASCSM will be hosting an open mic night in the Theater and students and faculty are welcome to attend. The Cultural Awareness Board will be holding a hunger banquet. Students from ASCSM will be going to Washington, DC and Sacramento to speak with legislators.

### 2) President’s Report (*David Laderman*)

a. **District Participatory Governance Committee (DPGC) Update:** The Committee is in the process of reviewing and revising policies. Several revised policies were distributed via email to members of Governing Council; the revisions to the policies are minor and have been vetted by the DPGC members. The Governing Council endorsed the revised policies.

b. **District Academic Senate (DAS) Update:** Each district Academic Senate will be discussing Chapter 6 policies at upcoming meetings. The District Curriculum Chair reported that progress fusing TracDat and Curricunet has slowed because of the need for District representation on the District Curriculum Committee. The DAS discussed the possibility of making low-enrolled classes at a particular campus available for students at the other campuses through virtual participation; many issues surrounding this

possibility still need to be worked out (student interaction, FLC credit, IT assistance, how to allow for active learning / group work, etc.). The Museum of Tolerance professional development opportunity has been reinstated by the District. Two full time faculty members from CSM will be attending in April. Future selection of faculty members may be done through a lottery; this year the two full time faculty members on the waiting list were selected to go. The Performance Task Force hopes to distribute the new evaluation forms in the upcoming weeks. Changes include the addition of a fourth faculty member to evaluation committees and changes in language on the rating scale. There will be a ratification vote (through AFT) for the new evaluation forms early in the fall semester. Implementation will be immediate after the vote if the new forms are ratified. Faculty forums to discuss the new forms may be held at the end of the spring semester or beginning of fall semester.

- c. **Institutional Planning Committee (IPC) Update:** IPC decided to move forward with the expansion of the Reading Apprenticeship (RA) and Supplemental Instruction (SI) initiatives.
- d. **College Council (CC) Update:** College Council is considering providing leadership / participatory governance training for Council and other campus committees. College Council is also working on documentation of the closeout of its planning cycle. College Council is discussing a project to develop a core values statement for CSM, which would be separate from the mission statement. Several Governing Council members suggested looking at earlier CSM values statements, as well as the Board's core values document. The project will be a topic at an upcoming Governing Council meeting.

### 3) Standing Committee Reports

- a. **College Assessment Committee** (*David Locke*) – No report; David Laderman informed the body that David Locke will be stepping down as chair and a replacement will need to be found for that important position.
- b. **Committee on Instruction** (*Teresa Morris*) – No report.
- c. **Library Advisory Committee** (*Stephanie Alexander*) – No report.
- d. **Learning Support Centers Coordination Committee** (*Theresa Martin*) – Jennifer Taylor-Mendoza was unable to attend. Theresa Martin reported that the Committee met the previous week to discuss the Learning Center transition with Jennifer moving into the new interim Dean of Academic Support and Learning Technologies position. They will be moving forward with a manager position to fill the leadership role in the Learning Center.

### III. ACTION ITEMS

- a. **Policy 6.22 Academic Renewal, Revised**  
The document was distributed to the body. There was no discussion. The motion passed without opposition and one abstention.

David Laderman will bring the revised, approved document to the District Academic Senate.

#### **IV. DISCUSSION ITEMS**

##### **a) Condolence Letter: Audrey Behrens (David Laderman)**

The draft of the condolence letter for the family of Audrey Behrens was distributed to the body.

*Discussion:* The body thanked Jim Robertson for drafting the letter. There were a few minor grammar, capitalization and word choice suggestions made.

A motion was made to make an “emergency action” approval of the letter, since it was time sensitive. The motion was seconded, and passed.

*Action:* The body approved making the condolence letter as an emergency action item, and passed a motion supporting the modified letter (*see Appendix I*). David Laderman will contact President Mike Claire about the presentation of the letter.

##### **b) Summary of Revisions to Program Review Forms, 2014 (David Laderman)**

Minor revisions were made to existing Program Review documents that technically should have been reviewed and voted on by Governing Council. The revisions were made based on various surveys (faculty, student services, Learning Center).

A motion was made to make an “emergency action” approval of the revisions, since it was time sensitive. The motion was seconded, and passed.

*Action:* A motion was made to approve the revisions, which passed with no oppositions or abstentions. David Laderman will send out information regarding the upcoming Program Review guidance sessions.

*Reminders:* The due date for Program Review is March 25, 2014; Academic Senate will facilitate guidance sessions that will be held in late February and early March.

##### **c) Math / Science Online Teaching Proposal (Christopher Smith, Tania Beliz, Yin Mei Lawrence)**

In 2012, Chancellor Galatolo invited SMCCD faculty to propose online classes that would increase student access to heavily enrolled courses. Math / Science faculty members (*Smith, Beliz, Lawrence*) prepared a proposal (*see Appendix II*) to develop online classes for Health Sciences 100 and Chemistry 100 that would address the issues of effective student / faculty contact as well as increase enrollment opportunities for those courses. Current Health Sciences 100 sections fill very quickly. Chemistry 100 is currently banked but could be brought back to provide another science course option for non-science majors. The proposal includes requests for release time for the instructors to develop the course as well as additional resources (IT and tutoring support) to ensure effective student / faculty contact with the larger class size.

For these proposed courses, guests would be able to view the course materials. Through guest access, students would be able to examine what a course is about before enrolling. Guests would not participate in the discussions nor would they complete assignments and tests or receive grades. The guest access would be similar to what was available through iTunesU.

*Discussion:* Many questions and ideas arose during the discussion, and the following information was shared: The goal of the project is to explore possible changes that would allow a larger number of students to enroll in a single section of Health Sciences 100 or Chemistry 100 and still maintain quality of instruction, compliance with Title 5, and provide effective student / instructor contact; The proposal requests funding to support effective faculty / student contact through team-teaching as well as providing learning assistants (students who have either already gone through the course or have extensive experience with online learning) for the pilot online courses; The proposal requests that the instructors be fully reassigned to develop the model; Caps for the number of students in classes is only specifically mentioned for English classes in the faculty contract, the rest are at the discretion of the faculty; There is an MOU regarding class sizes larger than 70 students in the faculty contract; Pre-transfer level courses are not being considered for this pilot; Content developed for the pilot courses will be shared with other instructors to enhance the experience of students in other face-to-face and online classes. Concerns were raised about how to ensure effective writing contact between the instructor and students, the security of quizzes and tests, and whether or not this project would affect other class sizes. It was noted that when the project progresses to a later stage and more details have been worked out that the AFT will have to negotiate an MOU with the District for this particular project.

d) **SB 850, Nursing BA** (Jane McAteer)

Jane McAteer provided an update on Senate Bill 850. The bill was recently amended to prevent community colleges from awarding bachelor's degrees that are currently offered at the California State Universities. This would prevent community colleges from offering bachelor's degrees in Nursing (since the CSU's currently offer bachelor's degrees in Nursing). There is a growing demand for nurses with bachelor's degrees, but there are many more applicants than there are spots at transfer institutions. The Governing Council will continue to be informed about future developments regarding SB 850.

e) **Flex Day Planning: March 5<sup>th</sup>** (Theresa Martin and Jeramy Wallace)

There are currently two CSM Cares events (related to LGBT issues and assisting suicidal students), a Reading Apprenticeship (RA) luncheon discussion, and a possible information session on Supplementary Instruction (SI) planned for March 5, 2014 Flex Day activities. The SoTL Co-Coordinators are soliciting ideas for sessions. The goal is to provide a menu of options for faculty to attend on Flex Day. Members of Governing Council expressed a desire to have more faculty input on Flex Day events, with specific suggestions to include more events geared towards teaching, pedagogy and cross-disciplinary sharing of ideas. It was clarified that the dates selected for Flex Day are part of contract negotiations and that Flex Day activities are for staff as well as faculty.

**Meeting adjourned at 4:30pm.** Next meeting will be held on Tuesday, February 25<sup>th</sup> from 2:30-4:30pm in 18-206.

## APPENDIX I: BEHRENS LETTER

To the Nearest and Dearest of Audrey Behrens,

Members of the Governing Council of the Academic Senate of College of San Mateo were shocked and saddened to hear of the passing of Audrey Behrens. We knew her as a valued colleague for several years. She worked diligently as a Council member, always keeping the academic development of her students foremost in her mind.

Audrey was a delightful woman to work with, and her ready smile and dash of levity made our work seem lighter than otherwise. We want you to know how deeply we will miss her. We wish you the best at this difficult time.

Sincerely,

[signatures]

## APPENDIX II: MATH / SCIENCE DIVISION PROPOSAL

### A PROPOSAL BY CSM MATH/SCIENCE DIVISION AND EDUCATIONAL SERVICES AND PLANNING February 2014

#### SITUATION

Each year approximately 500,000 potential students are turned away by California community colleges due to scant course offerings, limited space, and various accessibility issues associated with physical classrooms.

In Spring 2012, in response to the call for more "open access" courses at colleges across the nation and the coming state of California's online course clearing house, Chancellor Galatolo issued a district-wide invitation to faculty to develop online courses that would allow increased student access and promote student success. That same year, several CSM Math/ Science Division faculty decided to accept that invitation as an opportunity to take our for-credit online courses to the next level, while maintaining instructional integrity and operating within the prescription of Title 5.

#### PROPOSED SOLUTION / RATIONALE

Since 2006, a number of CSM Math/Science faculty have been actively teaching online and promoting greater adoption of online education at the campus and district level. As a result, CSMs Math/Science online classes have consistently offered greater access not only to many more students, in general, but to many more students with a greater diversity of needs, than traditional campus courses. Experience has shown us that addressing diverse needs and learning styles using a rich assortment of online teaching tools significantly increases our students' chances for success.

Yin-Mei Lawrence, Tania Beliz and Chris Smith aim to enhance two online courses, each of which will serve between 100-200 registered "for credit" students. We believe this will also provide a venue to allow "guests" limited access to course materials for preparatory or self-enrichment purposes.

#### STEPS INVOLVED

1. Identify the financial, technical, and personnel resources required to support online credit instruction for 100 to 200 students in a single section.

*We are currently proposing two courses, Health Science 100 and Survey of Chemistry 100, and are in the process of informing and seeking support from the District-AS, CSM-AS, COI, CSM president, AFT, Learning Center, DEAC, and CSM Distance-Ed.*

2. Identify the resources and logistics necessary to make limited course content available to the public.

*We believe that employing professional support to create accessible lecture content and utilizing assistant/tutors to provide technical support for enrolled students will allow instructors more time to dedicate to effective student contact.*

3. Design online courses with community college students in mind, thus providing additional faculty and student-tutoring help.

## **CONCLUSION**

Clearly, creating online courses which increase access to registered students, as well as allow "guests" limited access to course materials for preparatory or self-enrichment purposes, will help reduce the number of students turned away from college and help fulfill our District's fundamental interest of serving the community and enhancing student success. With faculty support and the commitment of district resources, we believe our for-credit/open approach could serve as a framework and successfully scale up to include each campus in the District.

Proposal Developed By  
Math/Science Tech Committee -Tania Beliz, Yin Mei Lawrence, and Christopher J Smith,  
and Educational Services and Planning - Peter Bruni