

CSM ACADEMIC SENATE GOVERNING COUNCIL MINUTES

February 25, 2014

2:30pm – 4:30pm

MEMBERS PRESENT

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

MEMBERS ABSENT

Secretary	Stephanie Alexander
Business / Technology	Darrel Dorset
Creative Arts / Social Science	Jim Robertson
Library	Stephanie Alexander
Student Services	Martin Bednarek

NON-VOTING REPRESENTATIVES

ASCSM President	Hayley Sharpe
LAC Committee Co-Chair(s)	Ron Andrade
SoTL Coordinator(s)	Jeremy Wallace

NON-VOTING REPRESENTATIVES

ABSENT

COI Chair	Teresa Morris
LAC Committee Co-Chair(s)	Stephanie Alexander

OTHERS ATTENDING

Jennifer Taylor-Mendoza	Dean of Academic Support & Learning Technologies
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I. ORDER OF BUSINESS

1) Approval of the Agenda and Draft Minutes, Tuesday, February 11, 2014

Agenda: David Laderman noted that he had a few more items to share in the President's Report. He also wanted to move three discussion items to emergency action items. Agenda approved with changes.

Minutes: Corrections – Section IV, Discussion Items A and B: Correct to reflect that these were moved to emergency action items. Section IV, Item E : “Supplementary” should be changed to “Supplemental.” Minutes were approved with corrections.

2) Public Comment

Michelle Titus announced new student club, the Anime Club, meeting Tuesdays and Fridays. Michelle is the advisor.

Theresa Martin invited everyone to attend the March 5 Flex Day events, in particular, the Doing What Matters: Making Connections for Student Success at CSM luncheon from 11-1.

II. INFORMATION ITEMS

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

A spot is available for student senators. ASCSM is always looking for students for various programming boards. A group of student are going to the FACC conference in Sacramento this weekend and meeting with state senators. Spring Fling is second week after spring break. What the Film festival is in May. Students can enter films 3-4 minutes long in various genres. ASCSM shows a few, and puts some on Youtube. There are prizes for the winning films. Cultural awareness committee is doing a hunger banquet w/professor Rudy Ramirez, and an Israeli-Palestine conflict event in planning stages. Club Day and Chinese New Year went well.

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

- a. **Leading From the Middle (LFM) Academy:** The first Leading from the Middle Conference happened last week in Pomona. The Academy helps leaders initiate change on campus. The CSM team is focusing on Habits of Mind (HOM), behaviors that help students succeed. Other CCCs have institutionalized HOM so we can use them as a model. We will roll HOM out over the rest of the year and next year. Part of the focus will be on the first year students transitioning to college who have typically had difficulty succeeding. We will continue to report on it in Academic Senate. People want to know more about it. March 5 Flex Day luncheon will have some discussion of HOM.
- b. **March 5 Flex Day:** Theresa Martin announced the activities, starting with Yoga in the morning with Denaya Dailey. Merle would like sessions on her department business. The fall Flex Days will need to be organized over the next couple of months and the adhoc SoTL committee will provide guidance to the Professional Enrichment Co-coordinators.
- c. **American Sign Language:** The Interim Dean of Language Arts, James Carranza, is talking about reinstating American Sign Language as a foreign language offering. James will come talk about it at a future meeting.
- d. **STOT II (Structured Training for Online Teaching):** STOT II is being offered this semester. Interested faculty must fill out an application. There is a new process for approving applications that involves more faculty input. The application goes to the faculty Professional Development Committee Chair to review in consultation with the VPI and

appropriate Deans. The application is due Friday March 21st. Carlene Tonini discussed three levels of faculty involvement and suggested trying to get more faculty involved from the middle level.

- e. **Learning Center News:** Ron Andrade has been appointed Interim Learning Center Manager, and will be co-chairing Learning Support Centers Coordination Committee with Kristi Ridgway.
- f. **Brown Act Information about Committee Emails:** David read the Brown Act for information about rules regarding committee email communication, Kate Motoyama also advised him re: email amongst committee members. The understanding is that the entire body cannot communicate about an issue via email. If there are a few members that want to discuss something, that is OK, and a subcommittee or task force can email communicate as long as the group is not close to a quorum. The large group emails are discouraged. Merle wants to know how many people that includes. David will research that.
- g. **Audrey Behrens Condolence Letter:** The letter has been printed, framed, and is being presented by Mike Claire to the family.
- h. **Professional Development:** The California state legislature has introduced bill AB2558 focusing on revitalizing and re-envisioning Professional Development in in community Colleges. They are seeking input on the bill.
- i. **Stanford Human Rights Education Initiative:** There is a March 15 workshop on how to internationalize and incorporate human rights topics into your classes. David will send link to information about this opportunity.

3) Standing Committee Reports

- a. **College Assessment Committee** (*David Locke*) – No report.
- b. **Committee on Instruction** (*Teresa Morris*) – No report.
- c. **Library Advisory Committee** (*Stephanie Alexander*) – No report.
- d. **Learning Support Centers Coordination Committee** (*Ron Andrade*) – Ron Andrade is the new Interim Learning Center Manager. The next LSC³ meeting is March 4 and the group will be working on program review themes and trends, and working on summer tutoring – new this year.

III. ACTION ITEMS

- a. **Approval of Board Policies 2.02, 2.21, 6.94, 7.01, 7.39, 7.41, 8.02, 8.03, 8.14**
The document was distributed to the body. There was no discussion.
The motion passed without opposition. David Laderman will bring the approved documents to the District Academic Senate.

IV. DISCUSSION ITEMS

- a. **Library Advisory Committee Bylaws (revised)** – A motion was made and seconded to make approval of this document an emergency action item. Motion passed. Bylaws were approved without discussion.
- b. **2008-14 Planning Cycle Final Assessment Document** - A motion was made and seconded to make approval of this document an emergency action item. Motion passed. Planning Cycle Final Assessment Document was approved without discussion
- c. **Chapter 6 Board Policies 3, 4, 5, 11, 14**

Discussion: These policies are up for renewal. Policy 6.22 on academic renewal was previously discussed and David will bring it to District Academic Senate. Kathleen Sammut addressed – 6.14 course prerequisite – she was concerned that every 6 years for renewing and reviewing courses is too long a time gap. David Laderman asked about challenges to prerequisites and the procedures for challenging. Kathleen Sammut gave more information about how those challenges are made. A petition has to be filled out with documentation. Rosemary Nurre mentioned she has students from foreign countries that have the prerequisite but can't get in. The challenge petition form goes through counseling and can take a long time. Steven Gonzalez has been asked by counseling to weigh in on prerequisite challenges. The Prerequisite Equivalency Office makes the decision unless there is some ambiguity. Carlene Tonini mentioned that in Biology students were turned away without faculty getting to weigh-in. The language of the board item says that each campus has a policy for a prerequisite challenge. Marsha Ramezane will come to an Academic Senate meeting to clarify the procedures for challenges to prerequisites.

For 6.11 - Requirements for degrees and certificates in item 1, language should say "a minimum" of 2.0 GPA.

David will take 6.11 and 6.14 back.

There was a motion to make Policies 3, 4, 5 into an emergency action item. Motion was seconded and approved. Policies were approved. 6.11 and 6.14 will be revisited.

- d. **Interim Dean of Academic Support (Jennifer Taylor-Mendoza):**

Jennifer Taylor-Mendoza introduced the role of the new division and its dean. 72 other districts have Dean of Student Success, which is the equivalent to this position. The Dean will manage programs and initiatives that deal with student success, for example the Basic Skills Initiative (BSI), which is a program intended to seed new initiatives that are then institutionalized by the college if they are successful. Other programs she will be working on include a pipeline for HS students, dual enrollment, the Learning Center and an AB86 grant for CTE pathways. Distance education coordination and programs, training for faculty. Honors Project and other new initiatives are also within her purview. She will be looking at evaluation of programs, and handling recruiting, assessment, resources for these programs. Other programs include learning communities – Umoja, Puente. Goals for a First-year Pathways Program for incoming students and ongoing students include prescribing paths, Math Jam, English Jam. The Learning Support Centers need data collection and assessment using multiple modes, and a new allocation model if TBAs are removed. She would like to see growth of Middle College for 11th and 12th graders, and an Early College for 9th and 10th graders, and dual enrollment (college classes taught on high school campus). Merle suggested a vetting

process where students are evaluated for their success ability. Middle college has been successful in part from their entry process. Concurrent enrollment students have been less successful. Middle school kids may not be appropriate in our college setting. Jennifer mentioned a program in which eighth graders came here to explore careers. Jennifer sees the need for an entry process. Question about definitions of dual vs. concurrent enrollment arose. Regarding Professional Enrichment and SoTL, Jennifer discussed needing a location, and outcomes. Professional Development should be for the whole campus, so she suggested a center name could reflect a more inclusive approach than Faculty Success Center. She stated that for SLOs, the college is exploring assistance with data entry into Tracdat. Carlene asked about external funding. College is applying for a TRIO grant that could bring in \$250-300K, the District is working on an AB 86 grant that could yield millions. We do need a grant person who can find grants and bring them in. Jennifer also reported she is working with cabinet on a staffing plan and resources for the division.

e. **Early alert recommendations** (*David Laderman*)

The Early Alert System was discussed at the Fall AS retreat. Each college is being asked to provide suggestions. When early alert is clicked, the student and counseling each get a message. At Canada counselors would follow up with the student intrusively. Theresa Martin would like students to be contacted by counselors or a third party helper. Santiago Perez asked for a reminder to use the system. Merle Cutler and others expressed a preference for a personal method of communication with the student and have asked students to see a counselor. Santiago Perez suggested having the alert just sent to a counselor. Counselors may not have the capacity to handle all the students coming from this system. Participants expressed a desire for professional learning about early assessment and intervention. Some participants expressed concerned the message to students could threaten them and cause them to drop. Theresa Martin mentioned the some universities have used this as an early intervention with some success. Administration wants feedback about this system. It is district-wide.

f. **Release time for department chairs** (*Rosemary Nurre*)

Bruce Maule is chair of Professor Nurre's dept. He gets zero release time and has significant extra responsibility. Rosemary recommends that the college provides release time for department chair responsibilities. Kathleen Steele commented that deans may do scheduling in some departments and not others. We need standards about scheduling duties, should scheduling be done by Deans or department chairs. Steven Gonzalez pointed out that there are no official department chairs. Kathleen Steele mentioned that there were dept chairs, but they eliminated the positions. Santiago Perez suggests the ad hoc Dept. Chairs delegate duties to share the responsibilities. Steven Gonzalez suggested having "faculty leads" with release time or a stipend. Participants agreed two things need to happen – leads should have release time, and the duties of Deans and leads/chairs should be standardized. David will bring to DAS, AFT, cabinet.

g. **New name/identity for SoTL** - Ran out of time, try to make first item on next agenda.

Meeting adjourned at 4:30pm. Next meeting will be held on Tuesday, March 11th from 2:30-4:30pm in 18-206.