

CSM ACADEMIC SENATE GOVERNING COUNCIL MINUTES

April 8, 2014
2:30pm – 4:30pm

MEMBERS PRESENT

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
Math / Science	Carlene Tonini-Boutacoff
Math / Science	Santiago Perez
Student Services	Martin Bednarek
Student Services	Kathleen Sammut

NON-VOTING REPRESENTATIVES

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

OTHERS ATTENDING

Charlene Frontiera
Marsha Ramezane

I. ORDER OF BUSINESS

1) Approval of the Agenda and Draft Minutes, Tuesday, March 25, 2014

Agenda: Rosemary Nurre made a motion to approve the agenda, Martin Bednarek seconded the motion. The motion carried with no objections or abstentions.

Minutes: Tim Maxwell submitted corrections to section 4 D (*Discussion item: Honors Project Update*) to David Laderman. A correction to the name Phi Theta Kappa (also in section 4 D) was suggested. Rosemary Nurre made a motion to approve the minutes with corrections, Jim Robertson seconded the motion. The motion carried with no objections or abstentions.

2) Public Comment

Teresa Morris shared that the week of April 14-18 is National Library Week. The national chair for National Library Week is Judy Blume. The CSM Library will be hosting a variety of events during the week and all students, staff and faculty are encouraged to attend.

Theresa Martin shared that a campus-wide Habits of Mind Forum will be held next Friday in 18-206 from 11:30am – 1pm. The forum will be building from the Habits of Mind activity from the spring Flex Day. The Habits of Mind team will be soliciting input from staff and faculty on campus at this forum and at future events on how we can best implement Habits of Mind at CSM. Everyone is encouraged to attend.

II. INFORMATION ITEMS

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

The student trustee interview is happening Friday at the District Office. CSM's nominee is Rupinder Bajwa. He is a very active senate member and student ambassador, and we wish him luck. The Student Senate is at full membership with the recent appointment of two new members. The Senate just approved a donation of \$25,000 to the bookstore to support the textbook rental program. More details about this will be shared at an upcoming Senate meeting.

Israeli-Palestinian Awareness week is next week and there will be two events: a town hall/forum event on April 16th and a film screening with student panel on the 17th. Spring Fling week is the week of April 21st and it will have a carnival theme. The WTFilm Festival will take place Friday, May 16th.

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

- a. **District Participatory Governance Committee (DPGC) Update:** Canada's Senate made some slight changes to the wording of Board Policy 2.27 on smoking to address the vapor from electronic cigarettes. There is no need to reapprove the policy, it is being shared as an information item.

- b. **Other Items:** Phi Theta Kappa, one of the two Honors clubs on campus, needs a new faculty advisor for the fall. If a Council member or someone from a division is interested in serving as the advisor, please let David Laderman know.

A team is planning the second annual Transfer Tribute event. It will be held Thursday, May 22 in the evening. If Council members know of students who are transferring, please share this information with them. More information will be shared at upcoming Senate meetings.

3) Standing Committee Reports

- a. **College Assessment Committee** (*David Locke*) – No report.
- b. **Committee on Instruction** (*Teresa Morris*) – The Committee is currently working on writing a curriculum handbook, which is one of the goals for the Committee this year.
- c. **Library Advisory Committee** (*Stephanie Alexander*) – The Committee is meeting tomorrow, Wednesday, April 9th.
- d. **Learning Support Centers Coordination Committee** (*Ron Andrade*) – The Committee is currently meeting and will report at the next Academic Senate meeting.

III. ACTION ITEMS

- a. **Board policies: 6.30, 6.31, 6.38, 6.39**

Discussion: These policies were discussed at the last Academic Senate meeting. There was no further discussion.

Action: Rosemary Nurre made a motion to approve the policies, Jim Robertson seconded the motion. The motion carried with no objections and one abstention.

- b. **Rename SoTL as Center for Academic Excellence (CAE)**

Discussion: This topic was discussed at the last Academic Senate meeting. It was shared that one of the resolutions for the upcoming spring plenary session for the ASCCC is to insert “promotes academic excellence” into the organization’s mission statement – the group wants to add the phrase because it encompasses both student and instructor success. It was also shared that the SoTL terminology is used internationally.

Action: Jim Robertson made a motion to approve the new name, Carlene Tonini-Boutacoff seconded the motion. The motion carried with one objection and no abstentions.

- a. **Committee Appointments: SSSP, SETF, DEETC**

Discussion: This was discussed at the last Academic Senate meeting without the list of faculty members recommended for appointment; the list of recommended faculty members for each committee was distributed to the body (See Appendix I). Additional faculty members could be added to these

committees in the future; David Laderman recommended to Jennifer Hughes that additional instructional faculty be added to the SSSP and SETF committees. Questions were raised about how often the committees will meet; a suggestion was made that it may be more effective for the VPI or others to extend personal invitations to individual faculty members to join the committees in addition to general calls for participation at Academic Senate meetings.

Action: Rosemary Nurre made a motion to approve the committee appointments, Jim Robertson seconded the motion. The motion carried with no objections or abstentions.

IV. DISCUSSION ITEMS

a) Prerequisite Challenge / Early Alert (Marsha Ramezane)

A packet containing information from the CSM Website and CSM Faculty Handbook about prerequisite challenges and Early Alert was distributed to the body.

Prerequisite Challenge

The Prerequisite Office facilitates the process for prerequisite challenges. The process was developed by faculty as part of curriculum development. Faculty members establish the prerequisites or co-requisites for each course. The prerequisite process became computerized a few years ago in order to be more consistent and efficient. When a student attempts to enroll in a course, the computer checks their student data to look for assessment or prerequisite data. If that information is not found, then the student is blocked from registering in that course. The student receives a message that there is a prerequisite issue and the student is directed to WebSMART to view the course prerequisites.

Included in the packet are the Alternative Placement Test form, the Course Prerequisite Equivalency form and the Prerequisite Challenge Form. The Course Prerequisite Equivalency form allows a student to petition to have a course from outside the District satisfy the prerequisite for a course at CSM. The student submits the form and their transcript; that information is reviewed and if their previous coursework is equivalent then an override is done in Banner and the student is notified that they are eligible to enroll. The Prerequisite Challenge Form is a similar process – the student submits the form and supporting documentation. A staff member from the Prerequisite Office passes that information on to the faculty members in each department that screen the prerequisite challenge requests. The request does not necessarily go to the faculty member teaching the course, but rather the faculty member that was identified by Division Deans and Faculty to act as the point person for the requests. There is a time frame of five days for the faculty member to respond to the challenge, otherwise the challenge is automatically approved; there is a staff member in the Prerequisite Office who monitors the process and CSM has not defaulted on the time limit up to this point. The burden of proof for the prerequisite challenge is on the student.

Discussion: The issue of other community colleges not being as stringent in their adherence to the prerequisite rules was brought up; The rules and regulations state that colleges need to consistently

respond to prerequisites; the State recommends that every school that uses computerized enrollment also use computerized prerequisite checking; Faculty discretion is part of the process when establishing prerequisites for a course, not at the point of allowing a student in who does not meet the established prerequisite requirements; The issue of international students encountering difficulties in providing evidence of prerequisite satisfaction was discussed.

Action: Steve Gonzales made a motion to extend the discussion, Carlene Tonini-Boutacoff seconded the motion. The motion carried with no objections or abstentions.

Discussion: Department faculty develop the criteria for the prerequisite challenge process, and it has to be uniform and consistently applied; for any course number that is applied district wide, computerized checking is turned on when all three campuses agree on the prerequisites for the course; there are a small number of instances of students who are able to register for a course when they have not yet completed the prerequisite – if they end up failing the prerequisite course, they are not automatically dropped from the next course but there is a manual check process in place in that case.

Early Alert

Details about Early Alert can be found on page 37 of the Faculty Handbook. It is an instructional tool that was launched in 2008 to provide a way for faculty to give feedback to students who are not performing. When it was first designed faculty could only use it once a semester, but now faculty can send multiple early alerts. It is not available after the last day to drop classes. Messages are able to be customized.

To use the tool, it is important to inform students ahead of time to let them know what the tool used for. Counseling faculty are available to come to talk to students about the importance of learning early in a course how they are doing. Counseling does not respond to the messages generated by Early Alert unless they know the faculty member is actively involved in the process.

Discussion: The general sense is that most faculty are not using Early Alert; that many faculty do not know it exists; students can go to the course website in WebAccess to see how they're doing, so maybe Early Alert isn't as important anymore; Faculty can use the email function within WebAccess to send messages to students rather than going out to WebSMART; having Early Alert available does not cost any additional money.

b) ASCCC Spring Plenary Resolutions (David Laderman)

The link to the ASCCC Spring Plenary resolutions was sent to the body via email. On the day of voting at the Plenary, the Senate Presidents and Vice Presidents get together to discuss the resolutions and how they will be voting. David is bringing the resolutions to this body in order to get local faculty input on how to vote.

Discussion: General consensus was that the resolutions are a lot to read, but they seem fine; It was suggested that David go through the resolutions and identify anywhere he felt he needed wider faculty input; others were concerned about giving input on the revised AJCCC standards, but that will occur at a future meeting as action on that is a little ways off.

Action: David will go through the resolutions and reach out for feedback if necessary, and members of the body can also send him feedback directly.

c) **Fall Flex Day Draft** (*Theresa Martin, Jeremy Wallace*)

The draft schedule for Fall Flex day activities was distributed to the body. Opening day two years ago had a kickoff with President Claire and updates from new initiatives. The Professional Enrichment Co- Coordinators received good feedback about that event and are planning to bring it back in 2014. Opening Day will include updates from leaders in student success initiatives. The rest of the day will be a “menu” approach, with options for morning and afternoon sessions and a brown bag lunch event featuring speaker Dr. Teceta Tormala from Palo Alto University.

Discussion: A request was made to include student representatives or voices in the student success initiatives update; a request was made to have “open houses” for different departments as part of the Flex options (Electronics, the Planetarium, Multimedia Lab, etc.); a request was made to have the department meeting be one of the morning options on the schedule; there was discussion regarding when to hold cross-campus department meetings; there was also discussion regarding District plans for the Thursday Flex Day.

Action: David will investigate District plans for Flex Day and report back to the group.

d) **Board Policies: 6.50, 6.80, 6.90, 6.94** (*David Laderman*)

Copies of the relevant Board Policies were distributed for review. These policies will be voted on at the next Academic Senate Meeting.

Discussion: The issue of student teacher interns (Policy 6.50) was discussed, and concern was expressed that the assistants could be used too heavily; there was discussion of non-teaching recent graduates assisting with campus work (like those working in Psychological Services fulfilling their required number of hours).

Policy 6.90 on the Community Education program was discussed. Questions were asked about why there wasn’t more communication between CSM Faculty and the Community Education program.

Action: David will distribute the procedure that goes with Policy 6.50 to the group for possible discussion at the next meeting, get in touch with Psychological Services to learn more about their use of recent graduates, and inquire about the exclusion of term “interns” from Policy 6.50.

Discussion Topics for April 22nd Meeting:

Theresa Martin and Rosemary Nurre will give a Dues/Scholarship Task Force update. The body will also discuss Department Chair / Dean job duties. A document was distributed to the body via email regarding the Department Chair / Dean job duties; all senate members should review it prior to the meeting on April 22nd.

Meeting adjourned at 4:10pm. Next meeting will be held on Tuesday, April 22nd from 2:30-4:30pm in 18-206.

DRAFT

APPENDIX I: District Academic Senate Resolution

Academic Senate Governing Council
Committee Faculty Appointments
4/8/14

SSSP (Student Success Support Program)

Martin Bednarek (Counseling)

Kathy Sammut (Counseling)

SETF (Student Equity Task Force)

Sylvia Aguirre-Alberto (Counseling)

Makiko Ueda (Counseling)

DEETC (Distance Education and Education Technology Committee)

Steven Lehigh (Economics)

Rosemary Nurre (Accounting)

Theresa Martin (Biology)