

# CSM ACADEMIC SENATE GOVERNING COUNCIL MINUTES

April 22, 2014  
2:30pm – 4:30pm

## MEMBERS PRESENT

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

## NON-VOTING REPRESENTATIVES

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ASCSM President	Hayley Sharpe
LAC Committee Co-Chair(s)	Stephanie Alexander
SLO Coordinator	David Locke

## OTHERS ATTENDING

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Kate Deline  
Cheryl Gregory  
Dan Kaplan  
Kate Motoyama  
Jennifer Taylor-Mendoza

## I. ORDER OF BUSINESS

### 1) Approval of the Agenda and Draft Minutes, Tuesday, April 8, 2014

**Agenda:** The agenda was amended to add an additional discussion item on Board Policies 7.73, 2.27, 6.34, and 2.30 and remove the discussion item related to the Dues/Scholarship Task Force. Rosemary Nurre made a motion to approve the agenda as amended, Steve Gonzales seconded the motion. The motion carried with no objections or abstentions.

**Minutes:** Rosemary Nurre made a motion to approve the minutes, Michele Titus seconded the motion. The motion carried with no objections or abstentions.

### 2) Public Comment

Merle Cutler shared that she had sent the Fall Flex Day draft schedule to the English Department and the Department will be discussing it at their meeting on April 30, 2014. Merle shared that she was disappointed that the department meetings are in a shared time slot with other Flex Day activities on the Friday Flex Day / CSM Opening Day. Another faculty member agreed that it is hard to choose from competing events at Flex Day. David Laderman will share this information with the Flex Day planning committee.

## II. INFORMATION ITEMS

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

Students who intend to run for student senate need to file their paperwork with the Office of Student Life by Thursday, April 24<sup>th</sup>. CSM's nominee for student trustee, Rupinder Bajwa, was awarded the position.

Spring Fling is happening April 22-24. Two events will be held for Israeli-Palestinian Awareness Week – a Town Hall & Open Forum on Wednesday, April 30<sup>th</sup> and Film Screenings with a panel discussion on Thursday, May 1<sup>st</sup>. Several events are coming up to celebrate Asian Pacific Islander Heritage Month. The Asian Pacific American Film Festival will be held the first weekend in May. The General Assembly of the Student Senate for California Community Colleges will also be the first weekend in May. WTFilm Festival will be held Friday, May 16<sup>th</sup>.

*Discussion:* A couple of faculty members encouraged the Student Senate to look into security for the Israeli-Palestinian Awareness Week events. Hayley will bring that to the attention of the Cultural Awareness Board. A question was raised regarding whether or not the ASCSM had discussed the Board's resolution on the ACCJC; Hayley reported the ASCSM had not yet discussed the resolution.

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

- a. **ASCCC Spring Plenary Update:** The Spring Plenary session took place April 10-12, 2014. The focus was on statewide senate elections and resolutions. The resolutions are available on the ASCCC website. David shared information on several resolutions

regarding: community colleges offering bachelor's degrees, the wording of the ASCCC mission statement, the division of professional development money between faculty and staff, and the state initiative for Open Educational Resources (course texts).

*Discussion:* Questions arose about who would need to make the decision regarding community colleges offering bachelor's degrees as well as whether or not the CCC Chancellor's Office is supportive of community colleges offering bachelor's degrees.

- b. **District Academic Senate (DAS) Update:** The District Curriculum Committee (DCC) is planning to hold cross-campus discipline meetings on the Thursday Fall Flex day. The DAS asked the DCC to facilitate the meetings. The District is working on revising its Core Values; the discussion about CSM's Core Values may be revisited in the Fall. The District is planning professional development study sessions to discuss all professional development activities currently supported by the District. The DAS is developing the faculty selection procedures and a draft should be available for review in the fall. Diana Bennett was unanimously nominated to continue as District Academic Senate President.

*Discussion:* Faculty indicated that the cross-campus discipline meetings at last year's Fall Flex Day at Canada were not productive and that it may be more effective to hold these meetings outside of the Opening Day / Flex activities. It was noted that the Board of Trustees discussion on Core Values was discussed at the Board's April 9, 2014 meeting and the minutes are available on the web.

- c. **IPC Update:** Members of IPC are meeting Saturday, April 26<sup>th</sup> to discuss the submitted program reviews. Small groups were assigned several program reviews; group members will meet to discuss their individual feedback and work as a group to draft a shared response to the program reviews assigned to their group. The goal is to improve the program review process and to identify themes and trends.

*Discussion:* Faculty indicated a preference to receive feedback on program reviews via email rather than individual conferences.

### 3) Standing Committee Reports

- a. **College Assessment Committee (David Locke)** – No report. There will be a meeting held soon to discuss the new SLO coordinator for next year.
- b. **Committee on Instruction (Teresa Morris)** – No report.
- c. **Library Advisory Committee (Stephanie Alexander)** – The Committee met and reviewed progress towards goals for 2013-2014.
- d. **Learning Support Centers Coordination Committee (Ron Andrade)** – No report.

### III. ACTION ITEMS

- a. **Board policies:** 6.80, 6.90, 6.94

*Discussion:* David Laderman shared that he inquired about policy 6.50 which covers interns and graduate students. Interns are not discussed in the policy. There is no associated procedure for this policy. This policy will be revisited in the Fall. There was no further discussion of policies 6.80, 6.90 or 6.94.

*Action:* Rosemary Nurre made a motion to approve policies 6.80, 6.90, 6.94, Michele Titus seconded the motion. The motion carried with no objections or abstentions.

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

##### **a. Board Policies 2.30, 2.27, 6.34, 7.73**

Copies of Board Policies 2.30, 2.27, 6.34 and 7.73 were distributed to the body.

Board Policy 2.27 is the policy on smoking that was approved previously, but a minor change has been made to reference electronic cigarettes.

Board Policy 7.73 addresses the process for grievances. Jennifer Hughes came to the District Academic Senate meeting to address the changes. Previously all grievances had to go the Vice President of Student Services; with the change the academic grievances go to the Vice President of Instruction.

Board Policy 2.30 addresses political activity. Several parties are currently discussing this board policy: the three district Student Life offices, the three district Vice Presidents of Student Services and the AFT. The body will wait to discuss this policy further until it is finalized.

Board Policy 6.34 addresses KCSM. Discussion centered around the transition of management of KCSM.

*Action:* Rosemary Nurre made a motion to approve policies 2.27, 7.73 and 6.34, Michele Titus seconded the motion. The motion carried with no objections or abstentions.

##### **b. Last Meeting of the Term**

The last meeting of the term will be Tuesday, May 13<sup>th</sup>. The second hour (from 3:30-4:30) will be devoted to the reception for retirees, honoring Rich Castillo, Carol Wills, Matt Leddy, Michael Svanevik, Mark Still and Lloyd Davis. The body discussed refreshments and speakers to invite to honor the retirees.

##### **c. Department Chairs / Dean Job Duties**

The classification description for Deans and the Instructor duties and responsibilities from standard job announcements were shared with the body. David Laderman discussed this topic with others who attended the ASCCC Plenary Session to learn about models outside of the District, as well as with the other Senate Presidents from Cañada and Skyline. While other districts do compensate department chairs through a formula included in their contracts, the suggestion from the senate presidents at our own two sister colleges was to bring CSM faculty concerns to a meeting with the Deans and Cabinet, to explore the possibilities around coordination release time compensation.

*Discussion:* The group discussed the role of lead faculty in coordinating the scheduling, training and other issues that arise in departments. Several faculty were visiting the meeting, to share examples of how the coordination work is currently being done in their departments, and whether or not the coordinator(s) receive compensation for the work. Many of the anecdotes related to very large departments where the dean relies on a faculty lead to carry out a great deal of planning, scheduling and hiring-related duties, most of which goes uncompensated. The group discussed the options of receiving overload pay or release time to complete the coordination work. It was noted that overload pay is not really a good solution, since, though it's less expensive for the district, it does not help solve how overworked some faculty are, by virtue of these coordination duties. Several faculty noted that the Deans are overloaded with duties as well, with some leading ten or more departments after the consolidation of divisions. David Laderman clarified that the current AFT survey soliciting faculty feedback on deans' performance is entirely unrelated to this senate discussion, and pure coincidence; AFT did not consult or make academic senate aware of the survey. Concern was expressed that if faculty are taken away from the classrooms and students via release time to do administrative work, teaching and thus the students could suffer. But equal concern was expressed that if faculty are overburdened with uncompensated duties of coordination, some of which might fall more properly within the scope of dean duties, this too causes the classroom and the students to suffer. Additional discussion focused on the rise in electronic communication that takes up more faculty time.

*Action:* The body will continue to look closely at the distributed documents that focus on the duties of Deans and faculty. David Laderman has proposed to Sandra Comerford that he attend an Instructional Administrators meeting in the Fall to discuss how that group would like to proceed with this topic. He emphatically conveyed that he wants to proceed in a collaborative, inclusive and constructive spirit of problem-solving.

**Meeting adjourned at 4:30pm.** Next meeting will be held on Tuesday, May 13<sup>th</sup> from 2:30-4:30pm in 18-206.