

CSM ACADEMIC SENATE GOVERNING COUNCIL MINUTES

May 13, 2014
2:30pm – 3:30pm

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
Kinesiology / Athletics / Dance	Larry Owens
Language Arts	Merle Cutler
Language Arts	Kathleen Steele
Math / Science	Carlene Tonini-Boutacoff
Math / Science	Santiago Perez

NON-VOTING REPRESENTATIVES

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

OTHERS ATTENDING

Dan Kaplan
Jennifer Taylor-Mendoza

I. ORDER OF BUSINESS

1) Approval of the Agenda and Draft Minutes, Tuesday, April 22, 2014

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

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

2) Public Comment

No public comments were made.

II. INFORMATION ITEMS

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

Over 500 students voted in the Student Senate elections. The new ASCSM president is Maggie Garcia; Hayley will be moving on to Sacramento State. Hayley will be presenting to the Board of Trustees on Tuesday, May 13th. The WTFilm Festival will be Friday, May 16th at 6:30pm. Hayley thanked the body on behalf of the Student Senate for making this year great, and shared that it has been wonderful coming to the meetings. The group thanked Hayley for her service and wonderful reports and wished her the best of luck at Sacramento State.

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

- a. **District Participatory Governance Committee (DPGC) Update:** David shared with the District Curriculum Chair (Alicia Aguirre) that the cross-campus disciplinary faculty meetings at the District Opening Day event were not well received by faculty at CSM, and that CSM faculty would like to see agendas developed for those meetings. The District Curriculum Committee's goal for the cross-campus discipline meetings is to improve communication between departments on different campuses to make things easier on our students. The new faculty evaluation forms are going to be the primary focus for the District Flex Day in the fall, but there will be time at the end of the day to hold the cross-campus discipline meetings.

Discussion: Members of Governing Council discussed how they have met with discipline faculty on our sister campuses in the past, from casual get-togethers off campus to more formal cross-campus department meetings. GC Members prefer to hold the cross-campus discipline meetings on days other than Flex Days. It was suggested to plan the meetings (with an agenda) for a Friday afternoon during the semester and have representatives attend and discuss the necessary issues.

District Academic Senate (DAS) update: David shared that fall district flex day was discussed. The district COI chair wants to hold cross-campus discipline meetings again in the afternoon (this occurred last year). David conveyed that most CSM faculty do not want to participate in this activity; and also think the activity should be organized and

implemented differently, with more focused agendas and department reps attending. The other two colleges expressed more support for the district COI proposal. There was also some discussion that fall district flex needs to devote time to presentation and discussion of the new Faculty Evaluation Procedure (Appendix G). This is an urgent matter that faculty must vote on early in the fall term. AFT is negotiating to have time for this on fall district flex day. Ultimately the district plans the opening fall flex day.

Institutional Planning Committee (IPC) update: no report.

- b. **Center for Academic Excellence (CAE) Update (space):** Options for space for the Center for Academic Excellence are being explored. The current plan is to keep 18-206 as Senate space and find space across the hall or next door for the Center for Academic Excellence. The CAE space will include a computer lab for faculty workshops as well as room for our instructional designer to host consultations with campus faculty.

Discussion: The group discussed other potential spaces on campus and the rental income generated by spaces currently used by outside organizations.

- c. **Other items:** The Honors Project is hosting its showcase event on Friday, May 16th from 4-6pm. The WTF Festival is Friday May 16th at 6:30pm. The Transfer Tribute event will be held Thursday, May 22nd from 4 – 6:30pm. All faculty are encouraged to attend the Transfer Tribute event. Martin Bednarek is co-hosting the Transfer Tribute event with David, and Hayley agreed to lead off the open mic tribute at the event.

3) Standing Committee Reports

- a. **College Assessment Committee (David Locke)** – The Assessment Committee developed a new survey to assess our General Education Student Learning Outcomes. This survey will be administered to CSM degree recipients. Previously, GE SLOs were assessed based on student responses to the Campus Climate Survey. The new SLO coordinator will report next year on the response rate and results of the new survey. The search continues for a new SLO coordinator – the position has 3 units of release time and the duties include: serve as the chair of the Assessment Committee, represent faculty on the Institutional Planning Committee, serve on the Accreditation Oversight Committee, meet with the Accreditation Liaison Officer once a month, assist faculty in drafting and revising course SLOs, and assist faculty in developing assessments for SLOs. Members of Governing Council thanked David Locke for his great work as the SLO coordinator.
- b. **Committee on Instruction (Teresa Morris)** – The Committee had its last meeting of the year on Thursday, May 8th. During the 2013-2014 academic year, 92 new courses were approved, 169 courses were revised and 63 courses were banked. Most of the goals for the year were met; the group is still working on the Curriculum Handbook.
- c. **Library Advisory Committee (Stephanie Alexander)** – No report.
- d. **Learning Support Centers Coordination Committee (Ron Andrade)** – No report.

III. ACTION ITEMS

a. **Ad Hoc CAE (Center for Academic Excellence) Committee Update (including Fall Flex)** (Theresa Martin)

The revised agenda for the CSM Fall Flex Day was distributed to the group (see **Appendix I**). President Claire and other representatives from campus will address attendees. Those remarks will be followed by short presentations from faculty and staff who are involved with student success initiatives on campus. There will be two sessions (in the morning / afternoon) with several topics from attendees to choose from. There will also be a program at lunchtime.

The Ad Hoc Committee is also in the process of revising the goals for the CAE (<http://collegeofsanmateo.edu/sotl/goals.asp>). The group is also working to ensure that the webpages reflect the support from the new division of Academic Support and Learning Technologies.

A New Faculty Institute is being developed for the twelve new faculty starting at CSM this fall. New faculty will attend a new faculty orientation the day before the Thursday/Friday fall flex days. The new faculty cohort will get together once a month throughout their first year at CSM.

Theresa Martin will be the sole Professional Enrichment Coordinator next year, and the Dean of Academic Support and Learning Technologies and the Vice President of Instruction will provide the administrative support. There has been information from the state regarding guidelines for professional development that is being monitored to ensure compliance.

Discussion: David Laderman shared that he would like to make the ad hoc committee a permanent standing subcommittee of Governing Council. Dan Kaplan shared that the Board is putting together a study session on all of the professional development activities happening in the District.

b. **Dues / Scholarship Task Force Update** (Rosemary Nurre)

A flyer designed to encourage faculty to pay dues was distributed to the group. The plan is to have a table at the Friday/CSM Flex Day in the fall and distribute the flyer to attendees through the table and/or at the door. The dues amounts listed on the flyer are higher than the current dues: \$50 for full time faculty and \$20 for part time faculty, rather than the current \$20 for full time faculty and \$10 for part time faculty.

Discussion: Members of Governing Council shared several suggestions to increase faculty dues participation: speaking during the morning presentation portion of the CSM Friday Flex Day to share what will be done with the dues money (including scholarships); clearly communicating that the dues will directly benefit students; providing something to the dues-payer (something similar to an "I voted" sticker); making the student scholarship language more prominent on the flyer; providing an option to contribute more than the \$50 dues to a student scholarship; and changing the language from "social events" to "recognition events" on the flyer.

The Governing Council bylaws were read to ensure that language regarding the raising of the dues was followed; no language was found in the bylaws governing the amount of faculty dues.

Action: Rosemary Nurre made a motion to hold an emergency vote to raise the dues, Steve Gonzales seconded the motion. The motion carried with no objections and one abstention.

c. **Summary of Governing Council Accomplishments, 2013-2014** (*David Laderman*)

David Laderman thanked the members of Governing Council for their active participation over the past academic year, and shared a summary of the work accomplished by the group: the group approved board policies and committee memberships; drafted a statement regarding City College of San Francisco; endorsed the return of Sign Language courses at CSM; discussed academic renewal and early alert; discussed the roles of Deans and faculty chairs; renamed SOTL to CAE; heard from speakers from Umoja and CSM Cares; and heard proposals for a bachelor's degree in nursing as well as a pilot for changing the approach to teaching some science courses online.

Meeting adjourned at 3:30pm. Date and time of next meeting (fall semester) to be determined.

DRAFT

APPENDIX I: Fall Flex Day Schedule (DRAFT)

Fall 2014 Flex Day Draft Agenda

Thursday, August 14, and Friday, August 15

Attendees will be asked to RSVP online

Thursday, August 14: District Opening Day

Friday, August 15: CSM Opening Day

CSM Opening Day Kick-off

8:00am – 8:45am: Yoga with Denaya Dailey?

8:30am – 9:00am: Continental Breakfast – Fine Arts Courtyard and Theatre Lobby

9:00am - 9:30am: President Claire Welcome and Update; AFT, AS/CAE, Classified Union, Student Rep welcome

9:30am – 10:45am: Student Success Initiatives

Morning Sessions

11:00am - 12:30pm

Session 1 – WebAccess - Computer-Aided Classroom (18-108), Alexis Alexander

Session 2 - Department Professional Development Meetings (locations and facilitators to be determined by each department)

Session 3 - Habits of Mind – facilitators TBD

Session 4 - CSM Cares - The Adolescent Mind Catherine Firpo

Lunch in dining room served

12:45pm - 1:45pm: Community activity TBD

Afternoon Sessions

2:00pm - 3:30pm

Session 1 - TBD

Session 2 - Reading Apprenticeship, Pathway to College, SI (Ron and Theresa, students)

Session 3 - Honors Project, Puente, and Umoja Learning Communities (Fred, Jesenia, Jeramy, David)