

CSM ACADEMIC SENATE GOVERNING COUNCIL MINUTES

Aug. 26, 2014
2:30 – 4:30 PM

MEMBERS PRESENT

President	David Laderman
Vice President	Theresa Martin
Treasurer	Rosemary Nurre
Secretary	Kristi Ridgway
Creative Arts/Social Sciences	Michele Titus
Business / Technology	Steve Gonzales
Student Services	Martin Bednarek
Student Services	Kathy Sammut
Physical Education / Athletics	Joe Mangan
Language Arts	Kathleen Steele
Language Arts	Tim Maxwell
Math / Science	Santiago Perez
Math / Science	Carlene Tonini-Boutacoff

NON-VOTING REPRESENTATIVES

ASCSM President	Maggie Garcia
Assessment Coordinator	David Locke
Library Director	Lorrita Ford

OTHERS ATTENDING

Jennifer Taylor-Mendoza

I. ORDER OF BUSINESS

1) Approval of the Agenda and Draft Minutes, Tuesday, May 13, 2014

Agenda: Carlene Tonini-Boutacoff made a motion to approve the agenda, Martin Bednarek seconded the motion. The motion carried with no objections or abstentions.

Minutes: Carlene made a motion to approve the minutes, Martin seconded the motion. The motion carried with no objections or abstentions.

2) Public Comment

David Laderman congratulated Santiago Perez on his new full-time position and thanked Michele for serving another term as adjunct instructor on senate.

II. INFORMATION ITEMS

1) ASCSM Update (*Maggie Garcia, President, ASCSM*)

Maggie Garcia announced that they are in the process of getting clubs and boards in order. The first event is Welcome Week, Sept 2-4 , 10am-2 pm, which will include a variety of games and free food and music and giveaways. All but one Senate Board position is filled and should be filled soon.

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

- a. Welcome: Kristi Ridgway, Interim Secretary, replacing Stephanie Alexander
- b. Welcome: Tim Maxwell, Interim Language Arts Rep, replacing Merle Cutler
- c. Governing Council Execs and voting

David Laderman reviewed some procedural information about the difference between discussion and action items. He also wanted confirmation and clarity regarding whether Executive members have voting privileges, so he consulted both other college senate Presidents; past CSM senate president Kate Motoyama; and current senate parliamentarian, Jim Robertson. The bylaws don't specify because they defer to Robert's Rules. All parties and sources concurred that the Executive Committee members can make motions and are voting members, but the President presides and does not vote except to break a tie. Rosemary added that David's responsibilities include, when needed, calling an emergency meeting.

- d. Nursing Hiring Committee: Theresa Martin, replacing Lloyd Davis

David Laderman was consulted over the summer on this vacancy, which needed to be filled immediately, and so he made a decision to appoint Theresa before the first fall meeting.

3) Standing Committee Reports

- a. **Committee on Instruction** (*Teresa Morris*) – No report.
- b. **Library Advisory Committee** (*Lorrita Ford*)

Lorrita said that Teresa Morris is hosting ongoing Curricunet, including a session this Friday. A representative for the advisory committee has not yet been selected.

- c. **Learning Support Centers Coordination Committee** (*Kristi Ridgway*) – No report.

III. ACTION ITEMS

- a. **Tenure Committees for New Faculty** – *David Laderman*

As time-sensitive items, Tenure Committees for New Faculty given in time for today's meeting are action items today. Not all Tenure Committees are represented on the list; others will be forwarded later.

The Nursing Hiring Committee was already approved over the summer. An additional member had been proposed for the Campus Safety Committee.

Discussion:

Concerns were raised about having enough faculty to adequately serve on all of these committees because of the number of Tenure Committees going on at once, especially with the new evaluation procedures (Appendix G) awaiting ratification, which would require that an additional faculty member serve. The question was raised: How as full-timers how should we be spending our time? Committees? Teaching? Other suggestions included looking outside the division/department for faculty to serve on committees, creating a faculty pool of "available" faculty for deans to pull from and allowing those in good standing but not yet tenured serve if they are in a small department.

Action: Rosemary Nurre motioned to approve the Committee Approvals list and amended with the e-mail regarding Tracy Deville's 4th year Tenure Track Committee for Nursing. Seconded by Michele Titus. All were in approval.

IV. DISCUSSION ITEMS

- a. **District Committee on Budget and Finance**

Laura Demsetz, the only CSM faculty member on the committee, has said that if anyone wants to serve, let her know. In this role, a faculty member works with Kathy Blackwood on the allocation model and district budget.

The council discussed that rotating on committees is important and that faculty who are less involved should be more so. There was a difference in opinion in different departments as to how involved faculty undergoing tenure should be in committee work. David requested that we move this to future discussion items. It was suggested that we inform people more about the committees and what the roles are about to help get faculty involved. Theresa mentioned that this is one of the goals of the New Faculty Institute, to get new faculty informed about options for committees and form a habit of involvement from the start.

b. **OL Withdrawal Survey** – Faculty Appointment

IPC has requested a faculty appointment from senate for a task force to develop a survey for students who withdraw from all courses to determine the reasons and help retention.

Currently for online courses, an e-mail asks the student to take a survey as to why they have withdrawn, such as whether the problem was due to an Internet connection, life circumstance, etc. Now PRIE would like to design a survey to find the reason for withdrawals in face-to-face classes. Martin Bednarek expressed interest. If anyone else is interested, let David know. David will forward Martin's name to IPC.

c. **Dues/Scholarship Task Force Update** -- (*Rosemary Nurre, Theresa Martin*)

On Opening Day, Rosemary had a table and gave out forms to most faculty who attended. She received 15 signups and 1 check. The dues were raised to \$50. She suggested sending out a reminder to faculty since not all faculty members go to Opening Day. If faculty members fill out the form by Aug. 31, it's debited from Sept. paychecks. In previous years, Rosemary may have gotten 5 checks.

There was general support for funding a scholarship. Other ideas included a cheap raffle on Opening Day to raise money, checking out the Foundation office for matching funds (especially as some people retire and leave some funds to the Foundation) and an ice bucket challenge. Also suggested was a scholars program, connected with tutoring.

Funds have previously gone toward things including a holiday party, retirement party, a Great Teacher's seminar many years ago, and gifts for outgoing administrators. It was suggested that next meeting we brainstorm more about the scholarship, fundraising options and uses for the funds raised.

d. **AS Committees: COI, CAC and CAE** -- (*Jennifer Taylor-Mendoza*)

Jennifer asked for the council's support to oversee the Assessment Committee during the fall semester as no faculty member has expressed interest in taking over the position David Locke has vacated. The ACCJC will be here for their visit on Nov. 12; there are still a few gaps to fill before then -- though great strides have been made in SLO Assessment, thanks to David Locke's work as coordinator.

The open coordinator position will not require the amount of technical support as previously, since other staff will take this work on, so the position offers 3 units (down from 6) of release time. Other possibilities discussed included merging the Assessment Committee with CAE or COI if these would be good fits. Neither Skyline nor Canada has a dedicated committee for SLOs or Assessment; this is simply under PRIE. David said CAE is focused pedagogy and learning about teaching and focusing on being better teachers. COI is so busy logistically, so he suggested that the CAC committee should be retained as its own committee to keep its focus.

David Locke, outgoing SLO Assessment Coordinator, said that the role of College Assessment is changing. Now all of our courses have SLOs and most programs, too. David Locke thinks that the committee should be more than assessment, but improving teaching and learning, so in these it is similar to the goals of CAE. Another issue, David Laderman reminded everyone, is that CAE presently is an ad-hoc committee, not a permanent committee of the senate.

Concerns raised during discussion included the amount of work that the role requires may be more than 3 units and that lack of interest in the position may be due to faculty members not realizing that the position now has technical staff support – and perhaps more compensation needs to be given. Having a co-lead: a faculty member working with an administrative person was also suggested. The group agreed that more marketing is needed to educate faculty. Rosemary and others commented that David Locke did a great job making faculty realize how important SLO Assessment is and that it should stay separate as a committee. Kathleen Steele said that she wants to be sure that SLO Assessment remains faculty-driven.

It was argued that merging with another committee could overburden the current committee or diminish SLO Assessment work, so perhaps it was better to stand alone in some capacity. Kathy Sammut stated that she would not want to merge CAE with anything since we just named and created it last semester. We need to really look at what CAE is going to look like for us and then move forward. Theresa reminded everyone that CAE is focused on Professional Development, and as a resource to faculty about assessment, could the committee members of CAE be that resource? Santiago Perez asked if the mission statement on the webpage and bylaws of the CAC could be made more explicit.

David proposed making CAC a smaller committee, maybe with one faculty rep from each division and students and administrative reps, that revolves around one faculty person in order to get the business done. David Locke said officially supposed to have 2 from each division. It may not be good to be small since SLOs and their assessment is very different across the campus.

In summary, the group discussion agreed to discuss this further, looking into the possibility of a subcommittee under the CAE as its mission and priorities seemed to fall in line with SLO Assessment and because this combination would

allow the natural coordination of professional development and other activities across campus.

Jennifer asked if members would carry this discussion back to their divisions/departments and report back on their preferences. Jennifer will send a job responsibilities description out to faculty to help market the position for spring. In the interim, Jennifer will continue in the administrative role and try to find a faculty person in the interim.

e. Future Discussion Items

- Workload: David is scheduled to attend the Tues. Sept. 2, 9:15 Administrators meeting. He is going to start the discussion about the workload/duties in relation to deans, department leads and faculty.
- A faculty member brought to David's attention that there are notes on all meetings posted publicly except those of Administrators. The question was raised whether this was okay. He will check on the status of whether these are public meetings subject to the Brown Act.
- Faculty members have told David there seems to be a lot of classes cancelled this past summer. We would like some clarity as cuts sometimes seem arbitrary and are an access issue, especially in light of our current funding (community aid) situation. David mentioned that it appears that we have money to spend on initiatives, so why not for classes. Other issues raised: it's difficult to lose a class when you're trying to build program, students who need the classes the most add the latest (more at-risk), and part-timers that are (consistently) bumped by full-timers whose classes are cancelled. David will put this on a future agenda and invite administrators to explain the allocation model and cancellation of classes.
- Carlene and Michele would like to discuss the appropriate level of communication with students, both during and outside of the contract year: What should happen when students need a grade change, references, etc. Some instructors are completely unavailable. On the other hand, we can't be available 24/7. Maggie said that she had heard of the problem of online instructors not contacting students.
- Kathleen requested a discussion of committee work in relation to "expected duties" of faculty, beyond the dean/department lead topic.
- Tim said some of his students were bumped from waitlists while, literally, in the wilderness unable to access technology. It seems that the turnaround for waitlists is too short.
- Next meeting:
 - Student Equity Committee Report (Jeremy Wallace)
 - Distance Education Activities (Alexis Alexander)

Meeting adjourned at 4:30pm.