CSM ACADEMIC SENATE GOVERNING COUNCIL MINUTES
Sept. 9, 2014
2:30pm – 4:30

MEMBERS PRESENT

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

OTHERS ATTENDING

Sylvia Aguirre-Alberto
Mike Claire
Catherine Firpo
Sarah Lawrence
Jeramy Wallace
Karen Wong

I. ORDER OF BUSINESS

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

Agenda: David proposed moving the time for Discussion Item c. to whenever Karen Wong from Skyline comes to accommodate her schedule as well as tabling Discussion

Item a about Distance Education since Alexis is unavailable. Rosemary made a motion to approve the agenda as David had proposed; Martin seconded the motion. The motion carried with no objections or abstentions.

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

2) Public Comment

Catherine Firpo came to announce the CSM Cares activities: "Triumph Over Addiction" theme for fall. The Fall Conference on Sat. Sept. 27, 9:30-12:30, Bldg 10-195, includes coffee and lunch, panel presentations. She reported that the different events are going well, and the partnerships are growing (see the Website). Watch for more events, including for students. The current grant funding for CSM Cares will be coming to an end Sept. 30.

Tim Maxwell announced that Tues., Nov. 25, 11 am, CSM is hoping to host a visit from Adam Johnson, 2013 Pulitzer Prize Winning author of *The Orphan Master's Son*, talking about Human Rights, literature and South Korea. Tim is still seeking funding for the event, awaiting word from DIAG and President Mike Claire.

II. INFORMATION ITEMS

1) ASCSM Update -- No report.

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

a. Accreditation update

ACCJC Recommendations have been addressed: SLO course assessment, Program and Lab SLOs (see Report). Report is due Oct. 15; site visit is Nov. 12.

Moved up in Agenda from Discussion Items c.
Evaluating Program SLO's (*Karen Wong, Skyline College Coordinator of Institutional Effectiveness and English faculty*) –

Karen shared what Skyline is doing to assess Program SLOs using multiple modes of assessment. She explained that program level assessment was more challenging than other kinds of SLOs. At Skyline, they mapped course level assessment to Program SLOs (as determined by department) to show gaps and successes. They used the traditional disciplines, such as English, Math, Philosophy, etc. to create 3 or fewer Program SLOs. They created Program SLOs by identifying the core that unifies the courses. Through TracDat, she explained that one can map Course-Program and Course-GE outcomes, and then run reports to analyze performance.

Mike Claire reported that we have 135 distinct degrees or certificates at CSM, and that Program SLOs exist for all of them. Also, many of these are already aligned with Course SLOs -- though perhaps not identified as such yet or mapped in TracDat, so deciding to move forward with this kind of approach should not be burdensome.

Karen suggested that departments take charge of the analysis and the mapping (by check the appropriate boxes in TracDat), and then reports can be easily run by whomever. One suggestion was that CSM add a section in Program Review addressing the aligning and mapping up of certain course SLO's with Program SLO's. The idea is to be efficient and effective about using Course SLOs as a way to evaluate Programs.

All members of governing council seemed supportive of pursuing a method of assessing Program SLO's via the alignment and analysis of certain key course SLO's. The College Assessment Committee will make a presentation on this topic at the next governing council meeting.

Other means/Alternative Assessments shared by Karen:
- Some departments, like Administration of Justice, have a huge number of students, so they do an exit survey that is a self-assessment of important skills. Karen reported that this works really well with programs having a high level of contact with students. Program SLOs align with the student self-assessment.
- CTE: Respiratory Therapy Program SLOs: 1-obtain AS degree, 2-passed CRT exam, 3-obtain gainful employment.

Karen is funded 100% now in her position, up from 40% before. She also has funding to pay faculty to assist her. She said that it is crucial to secure funds to get faculty to pull and analyze data. At Skyline, this work is now a part of monthly division meetings. One question raised: What is the standard for the level of research/data? Answer: It depends. Karen said that it is better to take charge of the process now to help shape it rather than have it dictated.

Rosemary pointed out that we only have 3 units toward SLOs and that Skyline is offering a 100%-funded position. Why can we not do the same? David agreed that we need to keep talking about the best approach. More will be discussed at a later meeting.

b. IPC update

Topics include Program Review Themes & Trends and getting started on a First Year Experience (FYE) program: addressing the achievement gap with the younger students on campus. IPC will oversee the Plan and its implementation, and DIAG will oversee implementation of the Student Equity Plan. For these projects, David made a call for more widespread faculty involvement: please spread the word! Both initiatives need more faculty on the committees.

c. DAS update

DAS wants feedback on the cross campus curriculum effort that took place on FLEX Day. David will tell them again that faculty weren't happy with having conflicting meeting times on FLEX day as an option for this kind of effort.

Local minimum qualifications for Reading and Psychology are being reviewed and a task force is being formed to review these local qualifications, which were established by DAS in 1990.

d. Instructional Administrators Committee

David reported that the deans commented that they are grateful for the faculty members that take on department lead duties. They suggested that when a faculty member feels overburdened with these duties, it should be dealt with individually rather than collectively, such as bringing a write-up to the dean with evidence of the work burden. Part of the issue is that staff support is limited. The deans and VPI likewise want to take a college-wide look at reassigned time so that it is offered fairly. Other notes:

- There are no minutes and it is a closed session because IAC is not an open meeting.
- Sandra agreed to come and talk to us about the cancellation of classes policy.
- The waitlist bumping can be discussed but is a district IT issue that needs to be addressed in a district forum.

e. Community Relations office

Bev and Val wanted to remind everyone about the CSM Website page: Student Experience. They are always looking for material to update it. In addition, faculty should know that their office is available to help make flyers and promotional materials, but please be timely.

See the e-mail that David sent about the Legislation of Professional Development. E-mail him regarding your response to bring up at a later date.

3) **Standing Committee Reports**

a. **Committee on Instruction** – No report.

b. **Library Advisory Committee** – No report.

c. **Learning Support Centers Coordination Committee** (*Kristi Ridgway*) – Kristi reported that the Centers are using multiple modes of assessment: 1-PRIE data, 2-Student Surveys, 3-Unique Assessments (mostly narrative), 4-Best Practices Inventory, which is the focus of the next meeting in October. Santiago shared that for Anatomy, they have shown better success rates for students using the Center.

III. **ACTION ITEMS**
   a. **Tenure Committees for New Faculty** – *David Laderman*

See attachment: Math/Science Tenure Track Committees Fall 2014.

Action: Rosemary Nurre motioned to approve the Math/Science Tenure Track Committees. The motion was seconded by Steve Gonzales. All but Santiago, who abstained, voted to approve.

IV. **Discussion Items**

    a. Distance Ed Activities, Fall 14 (*Alexis Alexander*) – Tabled to a later date.

    b. Student Equity Report (*Jeramy Wallace and Sylvia Aguirre-Alberto*)

        The task force of student, faculty and staff began working on the report in Spring 2014 that is required by the State Chancellor's Office. The report asks for analysis regarding access, course completion, ESL & Basic Skills, degree and certificate, transfer and academic standing. Jeramy reported that there were 9 areas that were identified for concern (see report). Feedback is needed by Fri., Sept. 12, and then the report goes to IPC for approval. The report includes a Plan for Action. There will be funding attached but we don't have the details yet. Kristi added that the Basic Skills annual Report to the State will reflect connectivity to the Student Equity Report and collaboration on projects. There is also connection to the Student Success and Support Program. Sylvia said that now we need more faculty participation on DIAG to help implement this. Sylvia brought a Fact Sheet to help provide background about the report.

    c. The original Agenda Item listed here was moved to President's Report above.

    d. Dues/Scholarship ideas

        The members brainstormed how to raise more funds for a scholarship. Suggestions included escrip, or possibly monetizing YouTube videos. Carlene suggested that we talk to Bev Madden about pursuing some of these or other ideas. For scholarships, David asked about the possibility of awarding a scholarship for an essay or other outstanding academic work. Tim wondered if there would be enough student participation because there has not been for creative writing; perhaps professors could submit essays of the semester from composition classes instead (nominations). Carlene suggested a Scholar's program for student resume building; you give students the money and they serve the campus some way in return, such as hours in the Learning Center. Previously we have had Scholars in the sciences as a result of grant writing and networking. Santiago argued that we need support for grant writing. Other questions: What group should we target? Incoming students? Seniors? Suggestions included looking at the groups that CSM already targets for its scholarships so that the Senate could target another group not addressed. The group agreed that someone from the Foundation Office, perhaps Stephanie Scott, come to a meeting to talk about what could be done and to find sponsors in the community. David said that establishing an Academic Senate scholarship is going to be one of the goals of ASGC as he and Theresa Martin draft the goals.

Meeting adjourned at 4:30pm. Date and time of next meeting Tues., Sept. 23, 2014.