

CSM ACADEMIC SENATE GOVERNING COUNCIL MINUTES

Oct. 28, 2014
2:30pm – 4:30

MEMBERS PRESENT

President	David Laderman
Vice President	Theresa Martin
Treasurer	Rosemary Nurre
Secretary	Kristi Ridgway
Creative Arts / Social Science	Steven Lehigh
Creative Arts / Social Science	Michele Titus
Language Arts	Tim Maxwell
Library	Stephanie Roach
Math/Science	Santiago Perez
Math/Science	Carlene Tonini-Boutacoff
Physical Education / Athletics	Joe Mangan
Student Services	Martin Bednarek
Student Services	Kathy Sammut

OTHERS ATTENDING

Omar Alsabbah, Honors student rep
Priscilla del Rosario, Honors student rep
Laura Demsetz
Dan Kaplan, AFT
Sandra Stefani Comerford, Vice President of Instruction
Charlene Frontiera, Dean of Math/Science

I. ORDER OF BUSINESS

1. Approval of the Agenda and Draft Minutes, Tuesday, Sept. 23, 2014

Agenda: Rosemary made a motion to approve the agenda; Tim seconded the motion. The motion carried with no objections or abstentions.

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

2. Public Comment

Omar and Priscilla came from Phi Beta Kappa Honors Club to announce the Honors Project Clothing Donation Drive, starting Nov. 3. Bring business attire on hangers to put in the hanger boxes. They are hoping to partner with a non-profit. They need business attire for people who can't afford it. One box each: Bldg 15 and 36 as well as two boxes in Bldg 10. Watch for flyers.

David will be sending out a reminder: Please announce and come to the Fall Honors Mixer on Thurs., Nov. 6, 3pm in College Heights, that will have live music and food. This is for students, faculty and administration.

Save the date: CSM Leadership Mixer on Nov. 19, 2:15pm at the Center for Student Life. Participatory governance committees will share goals and activities, sponsored by President's Office and Associated Students. There were no objections when David asked if Academic Senate could co-sponsor the event in name.

Dan Kaplan from AFT came to encourage council members to attend the ACCJC trial in San Francisco.

II. INFORMATION ITEMS

1. President's Report

a. District Budget & Finance updates – *Laura Demsetz, rep*

The committee met last week about the awards based on demonstrated need that will augment the base distribution in the future (a clarification from last time), but there was no guidance on how this will be determined. There was mention of "collegial" work of college presidents and the need to address board concerns/interests and respond to the strategic plan. It is about \$2 million to be divided, but could be much more year after year. Rosemary asked who is going to define "demonstrated need." Kathy wondered if colleges with fewer grants would be given more consideration. Laura suggested we invite Kathy Blackwood to explain more.

There is a district strategic planning Task Force, which includes the college presidents, two board members, DAS president, Barbara Christensen, Jing Luan,

Kathy Blackwood substituting for Jim Keller, and two consultants from Voorhees Group. Slides from the meetings are posted online (<http://smccd.edu/strategicplanning/index.php>). A request was made to provide a way to capture questions and answers brought up during meetings on the website also (meeting summaries, discussion forum, etc.). A draft plan for community review is due in April with a final plan anticipated in June.

b. College Council update – *David Laderman*

Please give David comments for his upcoming state plenary meeting. If you have a concern about the Faculty Screening Procedures, look at the documents he sent out, and let David know by the end of the semester.

All members present at the last College Council meeting said that they wanted to dissolve College Council except us. The GC council asked that David assure that a line be added to the IPC Mission Statement about formally taking on the charge of participatory governance. Kathleen wanted to know who decides who is on IPC, and whether there is a rotating membership, and David will check with Jennifer on this. David said that IPC is robust and diverse and already follows participatory governance (VP of Student Services co-chairs with AS President). Dan said he sees the elimination of CC as erosion of participatory governance. David respectfully disagreed with this characterization. While no formal vote was taken, all GC members seemed fine with dissolving College Council.

c. IPC update

A document on the current Program Review Themes & Trends is being created and will be distributed. First-Year Experience is under way, and subcommittees are being formed. The deans have brought forward faculty requests, and the prioritization of these is under way. David is included in the process and believes that procedures are being followed.

d. Program Review update

David asked the council to look at the draft language regarding Multiple Methods of Assessment for aligning course SLOs and Program SLOs in the Program Review document. ACCJC comes to visit on Nov. 12.

David Locke in an e-mail asked: Is “reflect on” too vague? Other questions raised: Is it a two-fold question (the alignment and the results/success rates) or are they redundant since courses and programs are already aligned? Alignment, campus survey, how to assess it? Verify the alignment? According to Santiago on the Assessment committee, we don’t have to justify the alignment. Theresa suggested removing the course to GE alignment. What about the word “program,” which can mean different things in different documents?

David explained that we need something to address the Course SLOs that are tied to the Program SLOs. Santiago wants also some check on the alignment.

David suggested the following language: Identify and discuss the success rates of the Program SLOs. He will bring the concerns raised to the program review revision committee and bring new language back to the council.

3. Standing Committee Reports

a. Committee on Instruction - *Teresa Morris, Chair*

No report.

b. Library Advisory Committee - *Teresa Morris, Co-Chair*

No report.

c. Learning Support Centers Coordination Committee – *Kristi Ridgway, Co-Chair*

No report.

d. College Assessment Committee -- *Jennifer Taylor-Mendoza, Interim Chair*

No report.

III. Action Item

a. CAE mission statement, priorities and goals

Theresa made a motion to approve the document; Steve seconded the motion. The motion carried with no objections or abstentions.

IV. Discussion Items

a. Establishing AS scholarships – *Stephani Scott, SMCCD Foundation*

Stephani thanked all of us for our generosity. She asked us about our goals for the scholarship. This has been done before at Skyline and Canada. The foundation manages about 600 scholarship funds and works closely with financial aid as well. Special consideration can be given to particular criteria. Nov-Feb is the typical application time. Questions to consider:

- A CSM student?
- Given Annually?
- A full-time or part-time student or does it matter? Maybe something with a minimum of 6 units, continuing their education.
- Merit based:
 - GPA? 3.0? (this is what other colleges have done)
 - Major declared or career goal?
 - New student? From high school? Older student?

- Continuing student with one year at college, having passing grades?
- Who is going to be reviewing and selecting recipients?
- Who is the scholarship chair/main communicator with the foundation?

Kathy said she would like to support continuing students who have completed 12 units so we can see they are in good standing. She prefers merit, not need-based, since there is less out there for that. Carlene, who has been on the scholarship committee, would like not only merit-based but service-based (CSM commitment to service). Martin mentioned that with a Feb. scholarship deadline, students will not be eligible for 1 ½ years from start (for the second year at CSM). Is there another way to demonstrate the student is committed, other than 12 units? Students can be in process for the last part of 12 units when they apply, and these units will be verified before funds are released. Should courses be only CSM/the majority of CSM?

The scholarship application “Personal Statement” asks the student to describe their community involvement. Joe asked whether there is opportunity for matching funds, if the Foundation can find a matching fund donor. The foundation doesn’t have matching funds for specific scholarships, but contributes to the general scholarship fund. Individual donors may come forward.

Faculty who donate can specify that it go to this scholarship. Payroll donation is available. The foundation can help with marketing. There is no administrative or marketing fee. How much is generated each year determines how much is awarded. Average scholarships are about \$1,000, but you can start at \$250.

b. Class cancellation and dept. leads, continued – *Sandra Stefani Comerford*

Sandra reported from Banner some of the classes cancelled:

- July 15-31, nothing cancelled. Some in April. July 15-31: 28 classes were cancelled (8 of these were cross-listed). 21 of them: 10 or below, 6: 11-14, one class had 18 (teacher got reassigned time, and was pulled from the class, and other sections had spots). No Basic Skills classes were cancelled.
- The week before school started: 25 classes cancelled; 13 of them were cross-listed, 13: 10 or below, 11: 11-18, one was at 35 (CIS 254: faculty member decided not to teach it, and no replacement instructor could be found), 1 Basic Skills course (perhaps reading?). 29 classes cancelled in Sept. because enrollment of 0 (class families; a lot were level 4 classes and students were not at that level yet).

Martin asked whether some of the canceled classes had sections offered at the same time. Dan asked: Is this the norm? Santiago asked: How many courses were given special consideration? Sandra didn’t have this data.

Kathy said that she had a lot of students that didn't take Math and English their first semester because they were all full. She asked: What about "shadow" classes – adding a section at the same time. Sandra said that at impacted times, you need a faculty member and a room, and you don't want to shut out other courses that need a place. Kathy asked for a way to provide the deans with feedback about course suggestions, etc.

David said that based on his own opinion and what others have said: Faculty would like to convey that when a course is around 17 at the beginning of the semester, let's do whatever we can to give the classes a chance to fill. We can get a bunch of students wanting to add that first week. Steve said that we, as faculty, need to let our students know that they need to help recruit students. Perhaps find a balance: cut some courses, let some go longer to see if they make. Dan mentioned that as Basic Aid, we have more independence in making decisions. Sandra said that it is different, but that LOAD is still looked at carefully at the district. Sandra mentioned that it's hard to cancel a class after it meets and students buy their books.

Michele mentioned that you can lose students if a class is cancelled. Steve said that if a daytime Electronics class cancels, then a night class fills beyond cap, and another lab must be offered, which affects LOAD. One semester, he also lost students.

Regarding faculty/dean duties, David summarized from the previous meeting: Faculty felt that something needs to be done to compensate for faculty assisting with dean duties. The possibility of getting reassigned time is low, so Charlene in Math/Science has created regular meetings to address the process on an ongoing basis to alleviate concerns. Kathleen has reassigned time in the English Writing Center to do scheduling and is happy to do it, and thinks it's a case-by-case basis. Rosemary said that she wants to make sure that faculty are compensated for duties beyond "extra," such as Bruce in Accounting does a lot to schedule and coordinate. Sandra mentioned that there is an assessment of reassigned time and duties underway, including looking at duties of coordinators. David mentioned that faculty members need to speak with their deans to let them know if they feel something is unfair. The council agreed that this dialogue was very helpful.

- c. CAE bylaws and membership duties -- postponed to next meeting
- d. Board Policies

At the next DPGC meeting, David will need to vote to adopt the policies or suggest revisions. Joe suggested for 8.70.h, that a student shouldn't have to pay an additional fee if we are renovating our buildings and need to use another facility. David will bring this concern forward, and requested e-mails with feedback to bring any comments to the DPGC meeting; otherwise, he will vote in favor.

Meeting adjourned at 4:40pm. Date and time of next meeting: Tues., Nov. 11, 2014.