

CSM ACADEMIC SENATE GOVERNING COUNCIL MINUTES

November 11, 2014

2:30pm - 4:30

MEMBERS PRESENT

President	David Laderman
Vice President	Theresa Martin
Treasurer	Rosemary Nurre
Secretary	Kristi Ridgway - absent
Creative Arts / Social Science	Steven Lehigh
Creative Arts / Social Science	Michele Titus - absent
Language Arts	Tim Maxwell
Language Arts	Kathleen Steele
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

Dan Kaplan
James Roe (student)
Jennifer Taylor-Mendoza
Sharon Bartels
James Carranza

Barbara Jones
Rebecca Alex
Tania Beliz
Catherine Firpo
Danni Redding-Lapuz

I. ORDER OF BUSINESS

1. Approval of the Agenda and Draft Minutes, October 28, 2014

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

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

2. Public Comment

Stephanie Roach announced library events associated with Veteran's Day.

Catherine Firpo passed out resources regarding suicide prevention topics. For a January Flex Day there will be a screening of a film, *Facing Fear*, with the filmmakers in attendance. She is also collaborating with Lewis Kawahara on CSM's Asian American film festival slated for early May.

Tim Maxwell attended and presented at the National Collegiate Honors Council conference; he mentioned a seminar on assessment that was potentially useful for the Honors Project. CSM's The Labyrinth newsletter won first place in the Honors newsletter contest, competing against two and four year colleges nationally. Governing Council congratulated the editorial staff, and David acknowledged Tim's guidance in producing the newsletter. Tim mentioned interest in possibly bringing to CSM an organization called No Barriers.

Kathleen Steele shared an email she received from Kate Motoyama with a question about program review revisions. Did we discuss program review before voting on it? Could we distribute meeting minutes to all faculty, to close the loop for the agenda that is sent 72 hours in advance of each meeting? David explained that all meeting minutes are always posted on AS website within a couple of days of being approved. David will respond to Kate's questions directly.

II. INFORMATION ITEMS

1. ASCSM Update, James Roe newly-appointed student senator

- a. Maggie has asked James to attend the meetings in her place, though she still may be able to attend some, through the rest of the term. He introduced himself and described his background.

- b. Maggie sent a note congratulating David on successfully organizing and hosting the Honors Project Fall mixer, which she attended. Cultural Awareness week is coming next week, Nov 18 and 19, with clubs presenting information about their cultures. There will be an evening event with coffee and cookies.

1. President's Report

- a. Treasurer's Report: Rosemary Nurre

Bank of America is now charging \$16 /month in fees for our checking account, so we need to move the checking account. Under advice from the district, Rosemary proposed opening an account with East West Bank, if the senate approves. The account must be opened right away.

David proposed amending the agenda, to put the issue on as an action item. Some discussion followed about different banks. Some folks suggested a local credit union.

Kathleen moved to amend the agenda to add the bank change as an action item. Stephanie seconded. All approved the motion

Senate banking item is now item a. under action items.

- b. DPGC- *David Laderman*

Joe Mangan had a question about policy 8.70. Fees and charges; students having to use other athletic facilities. David said that Kathy Blackwood explained this policy only pertains to fees paid to a golf course for students to use the course for a golf class. It is not related to renovating campus facilities.

Kathy Blackwood also shared new resource allocation model information, David handed out the information she gave the DPGC committee. David asked if members would like her to come speak to the group on the topic; members said yes.

Dan Kaplan asked about a discussion about a topic/policy regarding people working outside the district having to provide a lot of information about their other jobs. There was unanimous disapproval of the policy at DPGC, so Human Resources will revise the policy to bring to DPGC.

- c. AS scholarship: next steps

David passed out a letter from Stephani Scott she sent after the presentation she gave at our last meeting. He would like to have a small ad hoc group to develop a proposal for the scholarship - Carlene, Santiago, Rosemary volunteered. The discussion will be continued.

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*

Kristi sent a report to David, since she couldn't attend. He distributed hard copies: centers and labs are using multiple modes of assessment, and are defining and clarifying assessment activities. They identified a list of best practices for assessment, unifying the centers and labs. See handout.

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

No report.

III. Action Item

- a. Changing AS bank: discussion – none. The motion carried, all in favor, save one abstention from Kathy Sammut.
- b. Program Review changes

Kristi had a proposed a slight revision in wording to the document distributed electronically; David distributed hard copies with her suggested changes highlighted. The AS and program review revision group reworked these SLO questions to add to program review. Discussion: Rosemary asked about #5 linking GE SLOs to course and program SLOs, she requested a link to GE SLOs in the online form. David said that should happen.

Kathleen asked about the function of Q#2. David explained the purpose of the question. Tim Maxwell suggested a change in wording, to add “effectiveness” to the question.

Santiago pointed out that surveys may have very low response rate, and if so the data says nothing definitive. Others added that data must be valid, and reliable in order to be used. Discussion followed. David suggested that program review writers can and should address the quality of the data in their responses. He also suggested that this is a related, but distinct topic, from the proposed question changes at hand. He agreed to invite John Sewart from PRIE to come discuss the issue of program review data collection and assessment.

Rosemary moved to approve the program review revisions discussed. Santiago seconded. The motion carried, all approving, no abstentions.

IV. Discussion Items

- a. CAE bylaws and membership draft – *David Laderman*

David asked that folks look at the proposed bylaws and membership structure for CAE to become a standing AS committee, and discuss any edits or adjustments. He had previously emailed the committee the draft and asked for suggestions. Theresa asked about student representatives: there are two student representatives proposed for the committee.

No other discussion. Will be brought back at the next meeting as an action item, for approval vote.

- b. Professional Development (PD) Planning and Process

Theresa and Jennifer presented a draft of the plan for professional development. They handed out a table showing CAE goals with actions steps and timelines. The new CAE committee will guide PD development. Action steps were reviewed. Jennifer pointed out this is just a snapshot for this year; they are also working on a three year plan to be presented to IPC in spring. Professional Development will integrate input from Center for Academic Excellence, College Assessment Committee and Distance Education Committee. We want to emphasize PD for new faculty, adjuncts and staff, as well as PD funding and other opportunities. Theresa reviewed the flex day plan for November 26th. Tim asked about the possibility of a “college hour” to be able to attend activities. Kathleen asked about the budget (which will be addressed in part 2 of the presentation). A January flex day will have a workshop to address GE SLOs. Carlene asked whether there might be “external” components to PD activities. Networking within disciplines beyond the college seemed of some interest.

Jennifer presented the PD budget: one-time funds from facilities rentals, for PD this year equal \$80,000. \$6K has been spent already for NFI stipends. From the remaining \$74,000 it is proposed that \$20K be used to fund conference and workshop travel, and \$20K to fund an additional 3 units of PD coordination, which, in spring would be paid as hourly non-instructional rate. Currently PD coordinator has 6 units reassigned, 3 by BSI, 3 from General Fund. That leaves \$34K for initiatives (NFI, RA, FYE, HoM). Faculty discussion followed: it was mentioned that \$20 K for PD coordination seems very little. Suggestion was made to possibly fund PD coordination from different fund of money than the PD fund. Special rate may not be enough. The PD program should be faculty oriented. Discussion tabled for next time in the interest of time.

- c. Museum of Tolerance (MOT) presentation/discussion

James Carranza: 19 people from the district were able to go on the MOT visit earlier this term. The program has resumed recently after a long

suspension. David had asked James about the idea of MOT participants coming to GC to present and discuss. Faculty participants are selected by Academic Senate presidents in the order in which such expressed interest is received.

James, Sharon Bartels, Tania Beliz, Barbara Jones, Rebecca Alex, Danni Redding-Lapuz each took turns sharing a few minutes on what struck them the most about their visit. Some of the themes that came out and resonated across the participants: the power of a single voice to make a difference; excellent facilitators who helped them debrief and process; a sense of being traumatized by the exhibits, but it being a positive, enlightening experience; the experience of bonding with district employees in a unique environment away from campus; having one's approach to teaching transformed by the visit; a new perspective on judging people based on first impressions. The group asked Eugene Whitlock of HR (who also attended the MOT session) if there could be resources to do something on the campuses—to somehow continue the conversation. The general feeling was a need to support such events and activities to help students and the campus culture develop tolerance.

Discussion: Santiago asked if the district or campus has intolerance policies? What are they? David will inquire at DPGC. Carlene mentioned she has been on the MOT visit twice. She agrees with the pluses of the program, but wondered how did the district choose this program. Aren't there local programs that are less expensive? David agreed to inquire. James expressed the idea that getting some distance is a value in itself; Tania and David speculated that there is no comparable museum locally with such broad scope and inclusiveness. Tim Maxwell mentioned his involvement with Human Rights Day. David suggested this might be an avenue for conversation and collaboration with MOT participants.

Meeting adjourned at 4:26pm.

Date and time of next meeting: Tues., Nov. 25, 2014.