

# CSM ACADEMIC SENATE GOVERNING COUNCIL MINUTES

November 25, 2014

2:30pm – 4:30

## MEMBERS PRESENT

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

## OTHERS ATTENDING

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Dan Kaplan, AFT  
James Roe, student rep.  
Jennifer Taylor-Mendoza, Dean of ASLT  
Teresa Morris, Library

## **I. ORDER OF BUSINESS**

### **1. Approval of the Agenda and Draft Minutes, Nov. 11, 2014**

**Agenda:** Theresa suggested that Discussion Items c and d be placed at top of the list to become a and b. Kathleen made a motion to approve the agenda; Theresa seconded the motion. The motion carried with no objections or abstentions.

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

### **2. Public Comment**

- a. Kristi, BSI Coordinator, announced the Request For Proposals for BSI. Applications are received on an ongoing basis with a priority deadline of Fri., Dec. 12. A total of \$15,000 has been set aside to fund new projects this year aimed at helping basic skills students.
- b. Teresa announced that the library is getting new carpet, so it will close at noon on Fri., Dec. 19 and should re-open again in time for FLEX DAY in January.
- c. Stephanie announced that on Dec. 3 & 5, 11am-2pm, the CSM library will host a Makerspace Holiday Open Studio, and the library will have supplies for crafting activities. See the flyer.
- d. Theresa announced that the New Faculty Institute that is supporting 12 new faculty members this year will be reviewing its practices in order to make revisions for next year. Please give Theresa input if you have any. Wed., Nov. 26 FLEX Day activities: a hike, group learning and Using Outlook for PC Users was cancelled. January FLEX day planning is in progress, and activities will be brought forward for input soon.

## **II. INFORMATION ITEMS**

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

- a. James reported on some successful events: Cultural Awareness (Nov. 18 and 19), where students served Mexican and Mediterranean food, had displays, such as the fashion club showing off different fashions and government displays. The Hot Chocolate Social for night students, last week, also went really well, and Associated Students is thinking of continuing this practice on a monthly basis since students and faculty were really appreciative; Kathleen, who teaches at night, echoed that sentiment.

### **2. President's Report**

- a. DAS update

David reported that Canada is bringing forward a resolution about the district's approach to sabbaticals so that there is a separate fund for it and it doesn't drain the long-term professional development fund. District Senate is working to share this with all of the colleges and revise the resolution to represent all three colleges. Professional Development bill, 2558, advocates for more professional development. No money is attached to this bill but it is assumed that it will come in the future. Therefore, CSM needs to put together a college advisory committee to create a plan for previous expenditures and future funding. AB86, encouraging Adult Education and community college partnerships, appears to be going very well. Equivalency procedures for the district are being reviewed and potentially revised. Peter Bruni reported on the STOT training for Distance Education and that it is going well.

b. ASCCC Plenary session

David sent out an e-mail about the resolutions approved and described the process of voting. He highlighted a few issues where the ASCCC took a stand (but he emphasized that these resolutions are only positions and result in no actions): several on accreditation, stronger faculty representation on ASCCC and broadening the definitions of success and completion, faculty inclusion in the development and implementation for bachelor's degrees, the impact of changes to state repeatability, more professional development. David passed out ASCCC cards that include the 10+1 items that are the purview of the Academic Senate. Dan encouraged the committee to read a good piece about repeatability in the latest *Advocate*.

c. IPC update

Themes and Trends from the last Program Review cycle were discussed and will be distributed to faculty along with the data sent out by PRIE for the Spring Program Review. Rosemary said she would like to see them sooner. First Year Experience was also discussed and IPC is organizing the three task forces: working with high schools, bridging with the high schools, working with students once they're here. FYE is on the next IPC agenda again. IPC and a subcommittee have been working on a withdrawal survey for students to make improvements, and ASGC will be asked to take a look at this at the following meeting. There was also talk about dissolution of College Council, and David lobbied for the IPC to add a charge to its Mission Statement, which is being adopted: "The IPC accomplishes its mission by ensuring that participatory governance is followed by all participatory governance committees."

c. Holiday Reception

The President's Office, Office of Student Life and ASGC are sponsoring the Holiday Reception on Thurs., Dec. 11, 1-3 pm. Please come.

d. MOT follow-up

David responded to a previous question: Is there a policy in place regarding tolerance? There is one in process, according to Eugene Whitlock. Civility and anti-bullying is on the agenda on the next DPGC meeting after the break. We do have non-discrimination, non-harassment policies. And how did MOT originate? Carla Campillo at Skyline got MOT started out of a diversity awareness committee with representation from all three colleges. The MOT made a presentation to this committee, which then piloted an MOT visit. The trip was adopted by the district and became popular, as it was a way to have a collective experience off campus and bring it back to share on campus.

f. Flex day planning update (Theresa Martin)

See public comment above. The committee will discuss the January FLEX days at the next meeting.

Future Discussion Items: David mentioned that he will be adding a couple of topics for early spring (see below), and made a few comments on the BA at CC topic: Community colleges cannot offer any bachelor's degree the CSUs already offer. The BA in Respiratory Therapy from Canada is the only one proposed in our district. Steve pointed out that community colleges can't help with impacted university programs with this restriction.

### 3. Standing Committee Reports

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

There is one more meeting this fall, and the committee is continuing to work on Curriculum Handbook and . Course Outline ENG 100 may change the way we do information competency, established in 2010, in the spring.

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

No report.

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

The committee is meeting next week to discuss TBA with Sandra Comerford, VPI. Following this meeting, there is a MINDSET 4.0 (Habits of the Mind) meeting. Let David know if you would like to attend.

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

No report. Theresa reported that there is a new chair, Madeline Murphy (English). On Jan. 21, FLEX DAY, there will be an activity devoted to discussing GE SLOs.

### III. Action Item

a. CAE bylaws and membership

The SLOAC reference needs to be changed to College Assessment Committee in the bylaws. The Mission Statement and duties and responsibilities and committee structure for the CAE committee need to be approved.

Stephanie moved to approve the addition to the bylaws for the new CAEC, and the minor change to CAC. Rosemary seconded. The motion carried, all approving, no abstentions.

#### IV. Discussion Items

a. Professional development: planning and process, cont.: *Jennifer Taylor-Mendoza, Theresa Martin*

The idea is to create a streamlined program with a single application for travel and lodging funds for a workshop or conference. The proposal: \$55,000 is reserved for travel to support professional development from three sources: faculty professional development fund (1% of full-time faculty salary fund, part of the operating budget), CAE (Mike gave facilities rental funding to Professional Development), BSI CCTLP fund (\$15,000). The program could be revised in October. Kathleen said that the English Department was confused about two different funding sources of professional development and how decisions would be made, and she said it seems logical to merge the two funds. Rosemary raised concern over which fund we pull from first; she suggested that we use up one-time money first. She wants to make sure there is advertising about the opportunity to have travel covered. See the handout for more details.

CAE is a one-time fee, so Jennifer suggests using that first as AFT can always roll over.

Dan argued for having all three senates pass a strong resolution to add 1% of part-time salaries into the Article 13 fund since part-timers benefit from the funding, in that they can apply. Dan has brought this up in the past, and it hasn't gone anywhere. Members added: The timing for this may be good as the ASCCC is looking at resolutions about professional development, additional support for adjuncts, and CSM is in a better financial position than several years ago. A new sabbatical fund may free up funding as well. David will revive this with District Academic Senate.

Theresa gave a brief overview of the faculty travel fund criteria, such as one faculty trip per year except for coordinators, with a \$2,500 cap on international travel. The deadline for applications is May 15. There is a single digital application form being created to simplify the application process on the front end. A priority deadline may be put in place since the funding is first-come, first served. The President's office handles the approval letters but that may change.

Rosemary moved and Kathleen seconded to extend the discussion 10 mins.

In relation to Professional Development, there is discussion about having a Classified Senate, and ASLT is helping with paperwork regarding professional development for faculty and classified, Jennifer said. There is transparency, and the paperwork is going to be centralized to make things easier. She explained the proposed operational budget for campus professional development (see handout). The money is now in one line item and she itemized it. The amount dedicated to funding an hourly rate for the Professional Development Coordinator is up for discussion, and the council was satisfied with the current \$20,000 set aside so that faculty working extra hours on professional development would be compensated. For example, 6 units are re-assigned currently for Professional Development, and the rest of the time, if more is needed, would be paid hourly out of this rate. Jennifer will check to see if this funding can be rolled over to the following year.

Other line items include faculty travel: conference in-state, out-of-state, mileage. Supplies and materials include things like food, books. Line items can change to support changing program and initiative needs.

Rosemary suggested scaling back the landfill items, like no t-shirts and buttons, and spend on curriculum and education, though some marketing items will be needed. Kristi suggested reusable to-go cups or mugs be given as marketing gifts that can be used for refreshments on site for events.

Jennifer said she will come back in May to share the actual expenses.

b. ASLT division learning community structure (Jennifer Taylor-Mendoza).

Some Learning Communities have linked courses, while others may have one course with a shared experience or theme. Jennifer reviewed the structure of the new ASLT Division in relation to Learning Communities. The centralized component of the new structure is support, which was formerly in a specific division or from the VP. The Primary Dean collaborates and coordinates with the ASLT Dean for scheduling and faculty evaluation. The ASLT Dean will supervise, coordinate and conduct data assessment among other duties (see handout). The new Learning Center Coordinator will do a lot of the clerical support. David spoke about the way that ASLT has supported the Honors Project and that it has been very beneficial. Currently, there are 5 Learning Communities. There is an upcoming ASLT Retreat. Rosemary thanked Jennifer for her work.

c. Board Policy 8.12 Reserves for the General Fund

The policy details the three emergency cases for which reserve monies would be set aside in the unrestricted general fund. 15-30% would be designated for the reserve. Kathy Blackwood allocated 20% in reserves for CSM last year, but it may not have been necessary. The average for other colleges is 14-18% for reserves. Reserve money is reinvested for district earnings.

The council and other guests raised several concerns. David raised that potentially up to 30% could be held in reserve, which seems excessive. Dan said AFT has “serious concerns” about this policy, and after the AFT rep spoke about it at Canada, the Canada Academic Senate voted this proposal down. The main points were that the policy calls for:

- Up to 10% per category, which is too much.
- a 2/3 of the Board of Trustees (4/5 Trustees), not the current practice of a majority (3/5 Trustees), would be needed to access the reserves, and that this is problematic.
- The cash flow rationale is not clear.

Dan thought it would be better not to tie up so much money in reserves. David asked if a 5% cap for a total of 15% and majority vote would be more satisfactory to the council. Steve agreed that he thought we should cap it at 15% total, but wondered if the conservative 30% wasn't a reaction to having years of budget cuts. Rosemary agreed that it is excessive at 30%.

Kathy Blackwood is coming to the next meeting if you have questions about this.

David will share at DPGC: We have some concerns, so we cannot approve until we get more input to make it a better policy.

d. Establishing AS scholarships—cont. (Rosemary, Santiago, Carlene)

Carlene said there are two issues: How to raise funds, and how to use them. Proposed: 10 scholarships for \$100, which is not a lot of money but is a way to honor exemplary students. The idea is to select students who are giving back, not just base the scholarship on merit. Rosemary suggested that AS maintain the scholarship to maintain control, “zero overhead.” Question raised: Is there an advantage of doing it through the foundation? Perhaps, if we have other donors beyond our \$50 dues/faculty member collected. Dan commented that AFT's scholarship has always gone through the Foundation and it's been very smooth. David reminded that both other college senates use the Foundation. Carlene gave out “scratchers” to Math/Science faculty who gave dues (about 5-6) as a chance for them to win back dues. David will put this item on the following agenda so that we can continue discussing, so the council can figure out how to market it and potentially implement it in spring.

Meeting adjourned at 4:33pm.

Date and time of next meeting: Tues., Dec. 9.

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**Discussion Items, next meeting**

Program Review, data collection/assessment (John Sewart)  
New District Allocation model (Kathy Blackwood)  
January Flex (Theresa Martin)

**Future Discussion Items**

Communication (esp electronic) with students  
Committee workload issues  
Facilitating more widespread participation in committees and initiatives  
Bachelor's Degrees at CC's  
Honors Project  
MINDSET 4.0 (Habits of Mind)  
Transfer Tribute