

CSM ACADEMIC SENATE GOVERNING COUNCIL MINUTES

April 14, 2015

2:30 – 4:30 PM

MEMBERS PRESENT

President	David Laderman
Vice President	Theresa Martin
Treasurer	Rosemary Nurre
Secretary	Vacant
Creative Arts/Social Science	Steven Lehigh
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
Business/Tech	Steve Gonzales (absent)
Physical Education / Athletics	Larry Owens
Student Services	Martin Bednarek
Student Services	Kathy Sammut

OTHERS ATTENDING

Tania Beliz, Biology
Maggie Garcia, student representative
Dan Kaplan, AFT
Vincent Li, Accounting

I. ORDER OF BUSINESS

1. Approval of the Agenda and Draft Minutes, March 31, 2015

Agenda: 2:35 PM David called meeting to order, approval of agenda and draft minutes:

David asked to add one item to the agenda for the President's Report:

- a. Appointment of Interim Secretary for remaining of semester

Stephanie Roach moved to approve, Tim Maxwell seconded. All in favor, agenda approved.

Minutes: Rosemary Nurre moved to approve, Steve Lehigh seconded. All in favor, minutes approved, where there was an abstention of votes by members not present at March 31, 2015 meeting.

2. Public Comment (2 minutes per)

Stephanie Roach shared that it was national library week. Many activities at CSM library during each day of the week. Refreshments served and this is open to the public. Tool lending library is a new trend – only students, staff and faculty can check out from cordless drill to pliers to crafting supplies. Departments can contact library to make suggestions on types of tools they would like to have.

Tim Maxwell shared that Alpha Gamma Sigma Honors society will be going to Southern California for a conference during the April 18-19 weekend. They managed to raise \$4000 for the registration fees and a bus. 36 CSM students will be sent to conference, which will be the largest Northern California contingent.

Theresa Martin shared that the Center for Academic Excellence committee met last week to discuss the flex day plans. Committee is going to have speaker come in at opening session. They plan to ask Michael Claire for permission to have speaker speak at session. David Laderman suggested this be agenda item for discussion before end of semester. Dan Kaplan asked about guests and Theresa said possible guests may be Nikki Giovani (poet), Nicki Wise and Jeff Duncan-Andrade.

II. INFORMATION ITEMS

1. ASCSM Update, Maggie Garcia, President, ASCSM

Maggie shared the following events to be happening:

- a. Root beer Float Social on April 16th at 11am-1pm: A great event for senators to reconnect with students and get feedback on events. They will be giving out free root beer in exchange for them doing a survey to improve the turnout of their events.

- b. Spring Fling Update on May 5-7 at 11am-2pm: they will be collaborating with Puente and the Polynesian club. On May 5th (Cinco De Mayo), there will be posters reflecting the history of the celebration. On May 6th (Luao theme), the Polynesian club may be performing. On

May 7th, there will be video game theme. In all events, there will lots of free food, games and music.

c. 5th Annual WTFILM Festival on May 14th at 5pm: students get to submit a 3 to 4 minute video based on 4 chosen categories. The categories are documentary, music video, action/comedy, and the people's choice award. There will be \$500 in prizes for each category. The registration deadline to submit the video is May 1st.

d. Open Mic on April 21st: Theme will be sharing your struggles through empowering others. This event will allow students to share their experiences, and reconnect with other students as well. Flyers should be up soon!

e. Election packets for senate are due April 17th.

2. President's Report

a. IPC update:

David Laderman shared that there were 2 presentations at the meeting:

- i. Honors project - he will be presenting this later at this meeting.
- ii. Umoja – very inspiring and well-received.

IPC then focused on program review process. IPC is currently embarking on commenting on program reviews. Feedback will be offered after review. Next meeting is on April 17th. A question was raised on percentage of compliance with submission of program review. David responded that most departments have done it.

b. Plenary report : state plenary conference was held last weekend. David Laderman and Theresa Martin attended. Information is available regarding resolutions voted with regards to community college learning and teaching. There was some debate and plenty of discussion by state senate on certain issues. David went to session on professional development to aid and guide community colleges in this area. He went to another session on Assembly Bill 86 related to adult education. One of the panel presenters was Leigh Anne Shaw from Skyline who is heavily involved in Adult education. David may invite her to be a guest to discuss this at GC meeting. There were many sessions. Theresa Martin shared about a session on breaking down silos and getting people involved. She continued that some campuses have a college hour; they celebrate accomplishments of faculty, classified appreciation week or day, creative ideas on involvement. Faculty should get involved in developing in the next student equity plan. There was discussion regarding college hour.

c. DAS update:

The DAS met on April 13th. David shared that Jennifer Hughes came on behalf of a district committee called “enrollment services” that focus on enrollment issues. This topic was discussed in one of our previous GC meetings. Students receiving financial aid who are enrolled can get an “F” grade and still keep financial aid; however if the student

receives a “W”, the student does not get financial aid. There appears to be interest across the state for students to pay back the financial aid if they did not complete the course. There was talk of getting a new grading symbol for students who do not show up to class once it is past withdrawal date: “F/W”. This allows the financial aid department to be alerted regarding students who did not attend class and should not be getting an “F” grade. There was also discussion about changing the computer system to ask for a date of last attendance if “F” is given. They are still collecting information in this area and no decision has been made. The objective is to prevent fraudulent collecting of financial aid. There was further discussion by GC regarding withdrawal of students and financial aid.

Faculty Hiring Procedures draft – David had emailed draft to GC. Carlene asked if this is related to equivalency process and who decides about meeting minimum qualifications. David explained that hiring committee should not determine equivalency. DAS creates committee (discipline expert from each college and dean from another college) to determine equivalency. At the DAS meeting, the issue discussed was not about equivalency but was on the procedure for an emergency hire – what we don’t want is Dean approves and hires instructor due to class starting very soon. AFT advised that they cannot ask someone hired for emergency hire to reapply. DAS decided no more emergency hire allowed and all candidates must have minimum qualifications. David explained the process regarding equivalency process. Larry Owens and Kathy Sammut shared their experiences being on the equivalency committees.

Doug Hirzel from Canada College at DAS brought up a sabbatical resolution requesting a separating funding stream from district for 1 full-year sabbatical at each of 3 colleges for one faculty member. They would establish a district committee of 9 members: 3 senate representatives who are faculty, 3 AFT representatives who are faculty and 3 deans. The draft of the resolution will be distributed soon to all local senates.

Online Education Initiative (OEI - a statewide program) – to develop universal online teaching template amongst colleges. They establish rubric for teaching online. District wants to promote distance learning/online teaching. Theresa Martin and Alexis Alexander are putting together two webinars on the rubric (Apr 22 and May 5 - both at 2pm). They will be recording this webinar for all to access. David said we will be discussing this in future meetings. The “Exchange” uses “Canvas” and this is a requirement to use the “Exchange”. There are pros and cons to being on this “Exchange”. Question was raised on whether this could hurt CSM enrollment if CSM does not join “Exchange”.

Chapter 6 policy – 6.13 curriculum development: they will be revising procedure that specifies what should or should not be done with respect to overlapping college curriculum across the district (in the wake of the Skyline CPA curriculum issue).

David asked AS presidents how often Skyline and Canada do program reviews. It varies between both: Skyline does it every six years and Canada does it every two years.

d. Appointment of Interim Secretary: the Executive Committee has appointed Vincent Li as interim secretary for the remainder of the semester.

3. Standing Committee Reports

a. Committee on Instruction, Teresa Morris, Chair

No report

b. Library Advisory Committee, Stephanie Roach, Co-Chair

No report

c. Learning Support Centers Coordination Committee, Ron Andrade, Co-Chair

No report

d. College Assessment Committee, Madeleine Murphy, Chair

No report

III. Discussion Items

a. Spring election nomination report (Tania Beliz, Rick Ambrose, Diana Bennett)
Tania shared that there is a need for leadership cultivation. Nominations for Academic Senate were presented:

President: David Laderman
Vice-President: Autumn Newman
Secretary: Vincent Li
Treasurer: Rosemary Nurre

Theresa Martin raised the issue that some 1st year faculty get conflicting advice, i.e., some tenure committees say no outside involvement during 1st year. Kathleen Steele states that English department follows the “no outside involvement during 1st year” advice because they are heavily involved in many activities all over campus and they feel strongly when faculty get tenured, then they can more freely participate. Theresa disagrees with the position taken by English Department. Question was raised if the contract should address involvement in committees and activities outside of teaching? 1st year evaluation is only based on teaching performance. After 1st year the faculty is evaluated on other activities in addition to teaching. Should community contribution also be acknowledged versus just on-campus involvement? Maggie suggested sharing with new faculty about what some of these committees do. On Aug 14 (flex day), there will be “committee fair”. Tim Maxwell said part of vital function of tenure committees to protect new faculty helps them avoid political/prejudice issues that may creep in through committees. Lehigh mentioned that some don’t get involved because of previous bad experiences in committee work. David will work with ITS to develop an online election form. Election will be held at the end of April. In addition to electing officers for Academic Senate, there will also be a question on program review, one or two questions changing by-laws and approval of Center for Academic Excellence Committee.

- b. AS Community Service Award (and promoting/fundraising): David stated that the intent is to offer the scholarship in May. He drafted message that he was going to send out to all faculty and wanted the GC to review it and offer any necessary changes or comments. GC reviewed the document and provided various suggestions for changes. For fundraising, could we have a link to a form online for automatic debit of Academic Senate dues? Rosemary Nurre will check with payroll department regarding process. Alternatively, faculty can make a direct contribution to the foundation and request the donation be routed to the "CSM Academic Senate Scholarship". The foundation accepts credit cards and various forms of payments. Carlene inquired on the status for selection. Committee received names of different people but has run into online technical difficulties. David suggested returning at future meeting to discuss the Community Service award.

- c. Honors Project update: David gave the update on this project, which is part of the ASLT division. The project has received a lot of support from ASLT. This is a learning community in terms of structure and based on students and faculty collaborating -- with library and student learning center and has strong presence on campus. Collaboration also between the foundation instructors, the seminar instructors and all the students from different classes. Since fall 2102, they have served 129 students with 47 students in this current semester. This year they have 20 new students and continue to work on recruitment. They have students who join and drop out. Per John Sewart, many are less than 20 years of age. Course completion for honors seminar - completion rate is not that high because it is hard. They still need to address completion rate. 7 students have completed program since fall 2012 - completed 3 seminars and earned honors credit for corresponding transfer courses. David further reviewed information from the website. They have 5 students presenting at Stanford symposium on May 2nd. There is "The Writers' Project" club and they are working on the student newsletter/journal, "The Labyrinth". There is the Honors Lounge on the fourth floor of building 10. The Honors advisory council meets begin/end of each semester, which is one of the requirements for TAP certification with UCLA. They will be submitting the application for UCLA TAP certification very shortly. They have also developed an independent honors contract structure and model. After students take one of the seminars, they are ready to go for the independent honors contract. One of the requirements for the UCLA TAP certification is 15 units of transferable honors credit via these seminars. Students need to complete at least 2 seminars and then continue with the contracts. David also presented a new compensation model approved by Cabinet and the Advisory Council and vetted by AFT, to compensate foundation instructors. Based on an hourly lab rate rather than a stipend, this will also insure accountability. Students are to meet with instructor at least 4 meetings of 30 minutes each. Pays part-time faculty at higher rate. This plan also links to professional development for first time foundation instructors, who would need to have an orientation. David also distributed a list of previous and current goals accomplished, and some future goals, for the program.

- d. Sciences & campus culture - discussion tabled to next meeting

Meeting adjourned at 4:36pm

Date and time of next meeting: Tues., April 28, 2015.

Minutes prepared by Vincent Li, with assistance from David Laderman