

CSM ACADEMIC SENATE GOVERNING COUNCIL MINUTES

April 28, 2015

2:30 – 4:30 PM

MEMBERS PRESENT

President	David Laderman
Vice President	Theresa Martin
Treasurer	Rosemary Nurre
Secretary	Vincent Li (Interim)
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
Business/Tech	Steve Gonzales (absent)
Physical Education / Athletics	Larry Owens
Student Services	Martin Bednarek
Student Services	Kathy Sammut

OTHERS ATTENDING

Laura Demsetz, Math/Science
Dan Kaplan, AFT
Kristi Ridgway, Language Arts

I. ORDER OF BUSINESS

1. Approval of the Agenda and Draft Minutes, Tuesday, April 14, 2015

Agenda: 2:37 PM David called meeting to order, approval of agenda and draft minutes:

David asked to add two action items to the agenda:

- a. Appointment of Theresa Martin to co-chair the DIAG (Diversity and Action Group) committee.
- b. Approval of \$200 of Academic Senate fund for an event facilitated by the National Equity Project (NEP).

Rosemary Nurre moved to approve, Martin Bednarek seconded. All in favor, agenda approved.

Minutes: Rosemary moved to approve, Martin seconded. All in favor, minutes approved.

2. Public Comment (2 minutes per)

Kristi Ridgway brought up two events that were occurring on campus:

- a. April 29, 2015 "Dare to Care" event with Jeff Duncan-Andrade, Ph.D. as speaker.
- b. April 30, 2015, 8:30am -3:30pm - Student Equity workshop – National Equity Project will come and train faculty and staff on student equity and success. Challenging the mindset/changing the culture is the theme. About 35 administration/faculty/staff will attend. Lunch is provided. Main question is "What is required of administrator, faculty and staff at CSM to ensure that all of our students meet their educational goals?" DIAG has also funded. She asked AS for financial support of meal of about \$220. Kristi discussed the agenda for the event. David stated that he has been advised by our Treasurer, Rosemary, that \$220 is available.

Carlene Tonini-Boutacoff stated that there will be a new course in fall: BIO 132 Human Biology Lab will be offered. This new course is transferable to 4 year colleges. The science division is working on Science literacy through BIO 130 & 132. Encourage students to take this for their AA degree. The current BIO 130 Human Biology has no lab. Martin Bednarek clarified that BIOL 130 has been CSU and UC transferrable. Transfer students take at least 2 sciences for G.E. – one Physical and one Life/ Biological. Since BIOL 130 is lecture only students who take BIOL 130 would then take their lab science as a physical science before transferring.

Stephanie Roach mentioned that the library will continue the "hour of code" on Thursdays through 5/28, 2-3pm in the library classroom.

Tim Maxwell shared that CSM's Alpha Gamma Sigma chapter has awarded 2 service and 2 academic scholarships totaling \$2,600. And that the English department is looking to bolster the literature program. They will hold an event on May 7 (2pm – 4pm), where student writers will be reading from their creative works in building 10 Bayview dining room. Food will be served.

David Laderman stated that the AGS scholarships will be presented on May 1, 2015 at the Scholarship ceremony at 6pm.

Dan Kaplan shared that AFT will be awarding two \$1000 scholarships. 2015 will be the first year that the Joe McDonough scholarship of \$5,000 will be awarded.

On behalf of Catherine Firpo, Theresa Martin announced that there will be an Asian Pacific American Film Festival on May 1-2 in the CSM Main Theatre. She also stated that the April 15th event on sexting, texting and privacy issues was well attended--with the theatre "packed".

II. INFORMATION ITEMS

1. ASCSM Update, Maggie Garcia, President, ASCSM

No report

2. President's Report

a. IPC update

IPC met last week. They are focusing on reading the program reviews and are divided into teams. They are preparing comments and returning these to authors of program reviews. The plan is to return in early fall to the themes discussion, from divisions.

b. Budget update

Laura Demsetz gave us a budget update from the DBFC (District Budget and Finance Committee) and started by saying that there is not as much money as expected. PERS and STRS expenditures increased quite a bit. Property tax revenues are about where they should be; however, expenses have increased. The new resource allocation model going into place next year will look at equity among colleges and use of the innovation fund of about \$3M. The projection for innovation fund for 2015-2016 will only be \$1.5M, 2016-2017 will be \$2M and 2017-2018 will be \$1.5M. We will need to realign our expectations for the innovation fund. The process by which the funds will be allocated will be up to College Presidents to decide. What's next for the budget – they are waiting for Governor's budget. Continue to delay staff hiring. There is a general consensus that "things getting tighter. Dan Kaplan was at a Bay 10 meeting and stated that enrollments are down 1%, other colleges down as much as 5%. Tim Maxwell asked how do we respond to this financial situation? Laura stated this is new resource allocation model that was discussed over the last three years and that the innovation fund becomes part of a college's budget. Making college competitive to getting invocation fund is important. She said we are not going back to 2008 crisis but need to be realistic with our expectations. Steven Lehigh asked if there is adding versus replacement of faculty. Laura stated that replacements are based on President's decision; and that adding faculty not likely. Rosemary asked if we can get a share of

State's increase in revenue. Laura stated "yes", and while revenues will grow, expenses are also growing.

c. Faculty Retirement Reception on May 5, 2015

David stated that there will be eight individuals retiring and a reception will be held for them on May 5, 2015 at 2:30-4:00pm in 18-206. Food will be served. The President's Office and the Academic Senate will be hosting this reception for the following retirees:

Rick Ambrose
Patti Appel
Ken Brown
Merle Cutler
Lyle Gomes
Jim Robertson
Ed Seubert
Brandon Smith

d. Last Senate meeting of term on May 12, 2015

There will be a 25-year service award ceremony in Building 10 between 3-5pm. The question raised was whether we should have an AS meeting? Due to election going on, we will need to receive a report from the election committee. David suggested that we have a short agenda -- review the minutes, discuss the flex activities for the fall and get the election results. The goal will be to end by 3pm so that the AS can also attend the awards ceremony.

e. Upcoming senate election

David asked all to vote, especially program review question.

3. Standing Committee Reports

a. Committee on Instruction, Teresa Morris, Chair

David shared a written note from Teresa Morris that the COI activities are wrapping up with the last meeting on May 14, which is also the deadline for review of experimental outlines to be offered in Spring 2016. COI has been working on the curriculum handbook. A working draft will be reviewed at the May 14th meeting and if approved, the draft will be posted on the COI website. Editing is expected to continue through Fall 2015.

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. ACTION ITEMS

a. Board Policies 1.50, 2.11, 2.25

Rosemary Nurre moved to approve, Kathleen Steele seconded. All in favor, board polices approved.

b. Appointment of Theresa Martin to co-chair the DIAG (Diversity and Action Group) committee.

This is an Institutional committee. Henry Villareal is the other co-chair. The committee wanted a faculty to co-chair. Theresa Martin will be representing faculty interests. One of the charges will be to implement the Student Equity Plan. The committee puts together activities to celebrate diversity on campus. David says they put on many activities, which are successful and interesting for staff, faculty, administration and students. David expressed his support of Theresa to chair this committee. Stephanie Roach moved to approve, Rosemary seconded. All in favor, with abstention from Theresa Martin, appointment of Theresa Martin to co-chair the DIAG approved.

Dan Kaplan asked for committee listing of names of faculty from David Laderman.

c. Approval of \$200 of Academic Senate fund for an event facilitated by the National Equity Project (NEP)

The amount was increased to \$220 per request from Kristi Ridgway. Theresa Martin moved to approve, Stephanie Roach seconded. All in favor, \$220 fund for NEP breakfast approved.

IV. DISCUSSION ITEMS

a. Sciences & campus culture

Tabled indefinitely.

b. Grade reporting policy

David Laderman read the requirement in the faculty handbook concerning faculty on submitting a hard copy of the grade sheet to the division office at the end of each term. He checked with Henry Villareal and Henry stated that there is no liability to the college,

with regard to divisions keeping a copy. Grades are 100% faculty member's responsibility and purview as far as any questions students have on the grade. Submission to division office is more of a courtesy and is not a legal requirement. Theresa Martin raised the potential issue that an adjunct faculty member may not be available after the semester ends as they are no longer paid, if there is an issue with the grade raised by a student. David responded that even if student raised the issue with the division office, they can only show the grade sheet but any change in grade can only come from the faculty member. He further added that the faculty member is required to keep the records for at least one year. David suggested bringing this topic up for discussion in fall to see if a change is needed. One thought was using WebAccess to keep the score details. David said he could ask Deans or division assistants if there is a need for the grade sheet. He also emphasized that such situations are extremely rare, yet create a great deal of labor every term for faculty and division offices. GC voted informally and unofficially to change the policy, so hard copies of grade sheets are not required. David will bring back in fall as an action item to be voted on.

c. OEI/Online teaching training and support

Theresa Martin stated that there is a one hour Webinar on Apr 29 and May 5 at 2pm. Santiago Perez shared that information is available on www.ccconlineed.org. This initiative is funded by state chancellor office to improve student retention, success, quality of online education and providing increased access to online education. There will be support to students through various sources. Many colleges are involved in this initiative. Part of the goal is to expand student access to quality online courses by providing support of course improvements aligned with the common quality standards and facilitating cross-college enrollment through the Exchange. Carlene raised the question, who are our representatives –does it include anyone from CSM? Yes - Alexis. Tim asked if students may choose someone from exchange that is easier grader and “siphon” away our students. Theresa Martin said currently 16 colleges are exchanging students in taking classes. Tim Maxwell stated that www.myedu.com provides distribution of grades and students could use it to “shop” for instructor on exchange that is an easy grader. Theresa Martin stated that the exchange will start to address impacted courses in Fall 2015. Dan Kaplan raised the point that studies show, students who succeed online are not the typical community college student. Santiago brought out that there is 24/7 online free tutoring, online learning readiness and basic skills support. Stephanie stated that online learning gives people who may not have physical access, the ability to still take the class. Theresa brought up some of the success from the online learning. Carlene said it would be nice to have some valid research regarding this success. Rosemary asked if CSM is joining the Exchange. The Exchange uses “Canvas” instead of Moodle. Peer reviewer for online course will be available at CSM. Question was raised, whether there is a limited number you can take at Exchange to receive a degree at CSM.

Meeting adjourned at 4:39pm

Date and time of next meeting: Tuesday, May 12, 2015.

Minutes prepared by Vincent Li, with assistance from David Laderman