

CSM ACADEMIC SENATE GOVERNING COUNCIL MINUTES

August 25, 2015

2:30 – 4:30 PM

MEMBERS PRESENT

President	David Laderman
Vice President	Kathleen Sammut
Treasurer	Rosemary Nurre (Absent)
Secretary	Vincent Li
Creative Arts/Social Science	Steven Lehigh
Creative Arts / Social Science	Michele Titus
Language Arts	Jon Kitamura
Language Arts	Kathleen Steele
Library	Stephanie Roach
Math/Science	Santiago Perez
Math/Science	Wendy Whyte
Business/Tech	Steve Gonzales
Physical Education / Athletics	Larry Owens (Absent)
Student Services	Jacqueline Gamelin

OTHERS ATTENDING

Catherine Firpo, Create Arts and Social Science
Sennai Kaffl, student representative
Dan Kaplan, AFT
David Locke, Math/Science
Teresa Morris, Library

I. ORDER OF BUSINESS

1. Approval of the Agenda and Draft Minutes, Tuesday, April 28, 2015 & May 12, 2015

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

Stephanie Roach moved to approve, Steve Gonzales seconded. All in favor, agenda approved.

Minutes: April 28, 2015 Santiago Perez moved to approve, Stephanie Roach seconded. All in favor, minutes approved, where there was an abstention of votes by members not present at April 28, 2015 meeting.

May 12, 2015 minutes Santiago Perez moved to approve, Stephanie Roach seconded. All in favor, minutes approved, where there was an abstention of votes by members not present at May 12, 2015 meeting.

2. Public Comment (2 minutes per)

Catherine Firpo spoke about CSM Cares moving into new incarnation. CSM Cares continues to provide Mental Health support even as they are working on new programs. The District will be screening the "Facing Fear" documentary film, which will be open to faculty and students in the main theatre. Workshops and presentation are available upon request. Please contact Catherine at firpoc@smccd.edu for additional information.

Stephanie Roach shared that the library has 2 weekly events starting up this fall: every Thursday (2-3pm), there will be an hour of code for learning computer coding skills or basics. On Fridays (1-3pm), Cassandra King will be providing Yarn Arts, quilting, knitting Crochet class.

II. INFORMATION ITEMS

1. President's Report

a. Welcome to the New Year and New Members

Welcome by David and introduction of new members:

Kathleen Sammut voted in as Vice-President

Vincent Li voted in as Secretary

Wendy Whyte, Math/Science

Jacqueline Gamelin, Student Services

Jon Kitamura, Language Arts

David had all in attendance introduce himself/herself. David then introduced Sennai Kaffl, the newly elected President of ASCSM.

b. Governing Council Process Overview

David went over the first few pages of the Academic Senate by-laws and focused on the “10+1 issues”, which define the parameters of what we undertake as the council. He encouraged us to review these by-laws throughout the semester. Other than the first 10 policy matters that are specific in nature as stated in Article II of the by-laws, number 11 is the “catch-all” that provides the council the latitude to address all “other academic and professional matters as mutually agreed upon”. The Senate has the primary responsibility of making recommendations to the administration and working with the AFT. In most cases, the administration will take our recommendations if they are “10+1 issues,” although rarely they do not. The ultimate power on this campus resides with the administration even though they will seek our advice on academic matters. The final decision rests with the administration and GC’s recommendations are subject to the administration’s approval. GC’s action items will be related to faculty and program.

David then discussed the order of the meeting agenda, e.g., we address action items before discussion items, to make sure they get voted on, but also because they presumably have already been discussed, in most cases. He then differentiated between an action item and a discussion item, e.g., a discussion item may become an action item at the next meeting. He also asked that for the remaining of the meetings in the semester to be sensitive to an information item and a discussion item. He wishes to keep the discussion at a minimum for an information item. Likewise for an action item, he would request the GC to keep the discussions to a minimum or we should table it and bring it back as a discussion item.

Wendy asked if the GC uses the “Consent Calendar”, which is used by other colleges. At this time, GC does not use the “Consent Calendar”, but it could be considered for adoption in the future.

David then discussed the Robert’s Rules of Order, which is a guideline for how meetings are conducted. It is a way to insure that there is an adequate time for discussion, representation, etc. It is a way to formalize discussion and “buy-in” to the process and sets a general guideline.

David explained that discussion items come forward through division representatives. When issues are raised at the division level and the division wishes the GC to address the issue, it should come through the division representatives and David will then put it on the agenda as a discussion item. David does periodically put on as discussion items issues that may come from staff, students, the district, e.g., Madeline Murphy, not a rep but chair of the CAC, had previously requested for discussion on college assessments, SLOs and distance education.

Santiago asked about the role of the division representatives for the discussion item and whether the faculty raising the issue needs to be there for the discussion. David said it is preferable that the division representative be “in the loop” on the issue and thus should be the channel for the issue. But that the other faculty members requesting the topic should definitely be present. Kathy Sammut asked for clarification regarding priority on discussion items. David said the GC can decide on priority although usually he is the person that proposes the agenda.

c. IPC/DPGC/DAS updates

David then talked about the Institutional Planning Committee (IPC for college) that meets every other Friday, the District Participatory Governing Council (DPGC) that meets once a month and the District Academic Senate (DAS) that meets once a month. He gave an example by citing the implementation of the new ID card that came down from the district that should have been given a chance to be discussed at the DPGC. David will give updates from these meetings at the GC meetings. David brought up the email we received regarding District Strategic Plan and encouraged GC to read it. He stated that this Plan will be discussed at IPC meetings and the more input from faculty, the better. There was another email regarding the Museum of Tolerance visits in October -- CSM can send two faculty members and interested parties should contact David via email. Based on David's report that CSM's professional development funds would be decreased or unavailable this year, Kathleen Steele wondered if the expense of sending just two faculty members to the Museum of Tolerance could be reexamined. Could the District make these professional development dollars available to benefit a greater number of faculty?

2. ASCSM Update, Sennai Kaffl, President, ASCSM

Sennai stated that for the new school year, one of the goals will be to introduce connectivity between students and encourage operating together, along with encouraging more activism within the student body to get things done.

3. Standing Committee Reports

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

They will have new members coming aboard and meet on the second and fourth Thursdays of each month at room 10-468. The time is 2:15pm-4pm. These are open meetings and all are welcome -- water and chocolate will be provided at meetings. First meeting is this Thursday (August 25, 2015). For this semester, Teresa will also be doing workshops on how to use Curricunet. Please note deadlines if there are plans to make changes to the program for next year, then please review the deadlines on the COI website for submission. All the curriculum changes to course/program are due by the December meeting.

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

There will be an initial meeting on Wednesday, Sep 9, 2015, 2:30pm and they meet once a month. They have 3 new members and need additional members from other divisions including business and math/science. Stephanie related that the Committee exists to connect with faculty and make sure that the library provides services and materials to meet the learning goals of faculty.

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

No report.

d. College Assessment Committee, *Madeleine Murphy, Chair*

No report.

e. Center for Academic Excellence Committee, *Theresa Martin*, Chair

Theresa was not present but provided notes for meeting on August 24, 2015. David will follow up on an item in the notes concerning no additional funding for faculty professional development program and will let us know.

III. ACTION ITEMS

a. New faculty tenure committees

Steve Gonzales motioned to take all committees in Action Items a and b to be approved as one item, Michele Titus seconded. All in favor, motion approved.

There was a discussion on concern about work load for some individuals who are in multiple new hiring committees and the time involved. Teresa raised questions about a diverse committee and requested that the divisions perhaps provide documentation that they attempted to achieve diversity. Stephanie agreed with Teresa. Steve said the diversity issue is not easy to deal with, especially for smaller divisions and he used the example of the Business Division, which only has 12 full-time faculty members; the Dean, Kathy Ross has a challenge asking for volunteers to serve in hiring and tenure committees as many of the full-time faculty are already serving in other committees. Steven Lehigh mentioned that there has been talk about going out of the college to other district colleges to find the person needed to address the diversity issue. Stephanie raised the issue that some GC members are voting on committees where they don't know these committee members. Steven Lehigh suggested that the diversity issue should be more addressed at the hiring committee. David Locke raised the point that the tenure committee is there to provide feedback regarding diversity and not a "gatekeeper" with respect to hiring more diverse faculty. HR is not involved in these committees. David suggested that he could draft a message to all deans based on comments from GC conveying concerns regarding the diversity issue. Wendy suggested to let process continue for this year and then have this be raised in subsequent meetings.

Steve Gonzales motioned to approve all committees in Items a and b and Stephanie Roach seconded the motion. All in favor, motion approved.

b. Nursing hiring committee

Beth Smith is replacing Tracy Deville as Tracy had to rotate off the committee due to her retirement. See "item a" regarding approval.

c. Grade reporting policy

David summarized that AS in 2007 voted to request faculty provide hard copies of grading sheets to division offices. Faculty in some divisions provided hard copies while faculty in other divisions did not. A review of the text of the faculty handbook reveals that it does not state requirement of faculty to provide a hard copy of grade sheet to division. We are affirming by vote today that a hard copy of the grade sheet is not required to be submitted to the division. Wendy suggested that students need to check transcripts themselves. Steve Gonzales

moved to approve, Kathleen Steele seconded. All voted in favor, that no hard copy of the grade sheet is required to be submitted to the division.

IV. DISCUSSION ITEMS

a. Discussion Items

David Laderman asked if, for future meetings, there could be a 10-15 minute open forum to discuss informal items that could be formal in subsequent meetings. It needs to revolve around academic policy issues. There was concern about whether there will be sufficient time in our agenda. Steve Lehigh suggested one formal and one informal session. David Locke suggested perhaps once a month, not every meeting. Santiago asked if anything can be handled on-line - David said the Brown Act likely restricts this discussion on-line.

b. Changes to program review

David gave a summary of program review that was addressed in the Spring semester. Faculty voted to have program review be submitted every other year with the provision that request for equipment and faculty be allowed every year. IPC will discuss this. There are two most pressing items:

1. How every other year is going to work – the process for alternating between years.
2. Program review due date (changing current due date of March 25)– making the due date closer to the actual data in the PR.

There will also be discussion clarifying the dean's role in program review process. David Locke suggested that the due date for program review in the fall semester is a good idea. Teresa Morris supported due date in fall semester to tie in with SLOs, so adjustments needed will be more meaningful and closer to the data received. Kathleen Sammut asked if this is connected to a hiring request; David Laderman said it is not directly connected, each program will be able to request faculty positions every year. Teresa clarified that the budget process for hiring is based on estimates from the last fiscal year. Steve Lehigh suggested that faculty and equipment requests be due in March and program review in fall. Teresa said there will then be a need to coordinate between funding for positions and equipment. David Locke mentioned that when he started teaching at CSM, program review was around October. David Laderman asked if GC was warm to the idea of changing to make due date early in Spring or later in the fall semester. Kathleen Steele stated that fall due date is tough due to a lot of other commitments; she prefers early in Spring. David Laderman update GC on further discussion to take place at IPC and at an upcoming PR workgroup session.

Meeting adjourned at 4:31pm

Date and time of next meeting: Tuesday, September 8, 2015.

Minutes prepared by Vincent Li, with assistance from David Laderman

Appendices

New Faculty Tenure Committees

Fall 2015 / August 25

Alex Wong (Physics)

Yin Mei Lawrence

David Locke

Mohsen Janatpour

Darryl Stanford

Charlene Frontiera (Dean)

Vera Fainshtein (Graphic Design)

Diana Bennett (Discipline Expert; 4 Year Commitment)

Jane Jackson (4 Year Commitment)

Jeremy Ball (3 Year Commitment)

Janet Black (2 Year Commitment)

Laura Demsetz, Interim Dean (4 Year Commitment)

Judith Hunt (History)

Janet Black (4 Year Commitment, Discipline Expert)

Jim Clifford (4 Year Commitment)

Minu Mathur (3 Year Commitment)

Dave Danielson (2nd Year of Commitment)

Laura Demsetz, Interim Dean (4 Year Commitment)

Tatiana Irwin (History)

Janet Black (4 Year Commitment, Discipline Expert)

Jim Clifford (4 Year Commitment)

Minu Mathur (3 Year Commitment)

Dave Danielson (2nd Year of Commitment)

Laura Demsetz, Interim Dean (4 Year Commitment)

Michelle Mullane (Psychology)

Jim Clifford (4 Year Commitment, Discipline Expert)

Chris Bobrowski (4 Year Commitment)

Steven Lehigh (3 Year Commitment)

Michelle Brown (2 Year Commitment)

Laura Demsetz, Interim Dean (4 Year Commitment)

Katie Goldhahn (Kinesiology)

Mikel Schmidt, Chair

Larry Owens

Joe Mangan

Nicole Borg

Andreas Wolf (Dean)

Kelly Kapoor (Nursing)

Jane McAteer

Charlene Frontiera (Dean)

Janis Wisherop

Theresa Martin

Melvin Hom

Trang Luong (Counselor)

Dean (permanent) – Marsha Ramezane

Chair (permanent) – Kathy Sammut

Discipline expert (permanent) Mary Valenti

Rotates out at the end of 16-17 Arnett Caviel

Rotates out at the end of 17-18 Sylvia Aguirre

Arielle Smith (Counselor)

Dean (permanent)-Marsha Ramezane

Chair (permanent)-Jacqueline Gamelin

Discipline expert (permanent)- Martin Bednarek

Rotates out at the end of 16-17-Ruth Turner

Rotates out at the end of 17-18-Makiko Ueda

Geoff Brown (Learning Disability Specialist)

Director (permanent) –Krystal Romero

Chair (permanent) – Kevin Sinarle

Discipline expert (permanent) – Arnett Caviel

Rotates out at the end of 16-17 – Ruth Turner

Rotates out at the end of 17-18 – Makiko Ueda

Changes/Rotations, Existing Tenure Committees

Fall 2015 / August 25

Year 3

Rebecca Alex (Fine Arts)

Rory Nakata—Content Expert (4 years; 3 remaining)

Mike Galisatus—Random Selection (2 year member; 1 remaining)

Minu Mathur—Random Selection (3 year member; 2 remaining)

Laura Demsetz—Interim Dean (4 years; 3 remaining for dean)

Year 4

Catherine Ciesla (Chemistry)

Kate Deline (chair)

Jeff Flowers

Chris Smith (Linda Hand rotates off)

Charlene Frontiera (dean)

Year 3

Beth LaRochelle (Dental Assisting)

Jane McAteer (replacing Laura Demsetz)

Huy Tran (new 2 year)

Harry Nishanian (3 year)

Charlene Frontiera (dean

Year 3

Jeremy Wallace (English)

Dean: James Carranza

Discipline Expert: Juanita Alunan

Three-year: Autumn Newman (replacing Merle Cutler)

Two-year: Madeleine Murphy (replacing Brandon Smith)

Year 2

Emily Kurland (ESL)

Dean: James Carranza

Discipline Expert: Amy Sobel

Four-year: Nancy Paolini

Three-year: George Kramm (replacing Merle Cutler)

Two-year: Daniel Keller

New Hiring Committee

Fall 2015 / August 25

Nursing Hiring Committee

Charlene Frontiera (dean)

Jane McAteer

Beth Smith

Huy Tran

CSM Academic Senate Governing Council

August 25, 2015

Action Item: Grade Reporting Policy

We hereby affirm the grade reporting policy for faculty, as stated in the most current issue of the *Faculty Handbook*, under “Reports Required of Faculty”—clarifying that submission to division offices of paper copies of course grade sheets is NOT required.

Program Review Timeline

Example of current timeline:

Fall 13 / Spring 14 = PR data furnished by PRIE Nov, Fall 14

PR (for 13/14) due March 20, Spring 15

PR themes/trends, and faculty & equip request (for 13/14) discussed early Fall 15.

Goal? – to tighten the timeline closer to the data, for more relevance and less delay

Example of alternate timeline:

[changes underlined]

Fall 13 / Spring 14 = PR data furnished by PRIE Summer 14

PR (for 13/14) due Oct/Nov, Fall 14

PR themes/trends, and faculty & equip request (for 13/14) discussed early Spring 15.

CAEC update - 8/25/15

- We had our first meeting yesterday and are working on finalizing members. We meet every 4th Monday from 12:30-1:30pm in 18-206, all are welcome to attend.
- We are revising our goals for 2015/2016, and looking at the mission and values and priorities
- For Flex Days we had 135 session signups, and lots of walk-ins. Evaluations were very positive for all the sessions.
- The committee fair seemed to go well, the committee leads enjoyed talking to each other in the beginning. We are looking at timing and location in order to get more attendance by passersby.
- The professional development calendar is filling up. Go to the professional development webpage to see internal and external events. We are open to workshop ideas for the four remaining Flex Days – Nov 25, Jan 19, Mar 3 & 4
- We are working with BSI and DIAG on a Respect and Acceptance campaign for the year. You will see lots of multicultural events, more SafeZone training, more opportunities for discussions and work on equity, and the Title IX trainings.
- We are not getting any additional funding this year. :(About \$50K remains. We spent \$15K on travel through the Faculty Professional Development Program joint travel program. We are examining how to use the remaining funds.

We are developing a request for proposals and a funding criterion rubric, and considering the amount to set aside, if any, for travel.