

CSM ACADEMIC SENATE GOVERNING COUNCIL MINUTES

January 26, 2016

2:30 – 4:30 PM

MEMBERS PRESENT

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

OTHERS ATTENDING

Diana Bennett, Creative Arts & Social Sciences; President, District Academic Senate

Laura Demsetz, Dean, Creative Arts & Social Sciences

Dan Kaplan, AFT

Jamillah Moore, Interim Vice Chancellor of Educational Services and Planning

Teresa Morris, Library; Chair, Committee on Instruction

Danni Redding Lapuz, Program Manager, International Student Center

I. ORDER OF BUSINESS

David Laderman called the meeting to order at 2:34 pm

1. Approval of the Agenda (January 26, 2016) and Draft Minutes (December 8, 2015)

Agenda

David requested the agenda be amended to include additional action items C and D: Counseling Hiring Committee & Evaluation Committee for Language Arts.

Michele Titus moved to approve the agenda, Wendy Whyte seconded. All were in favor, the agenda was approved unanimously.

Minutes:

Michele Titus moved to approve the minutes and Jacqueline Gamelin seconded. All were in favor, with one abstention (Diana Bennett). The minutes was approved.

2. Public Comment (2 minutes per)

- New York Times online accounts are now available for all faculty, staff, and students. Follow instructions on the CSM Library website.
- New York Times inEducation website – 30 minute workshops for Faculty on Thursday, 1/28/2016 at the CSM Library. 10am & 12pm. Refreshments to be served. RSVP to Lorrita Ford, fordl@smccd.edu
- Stitch Africa events are scheduled on 2/5/2016 to celebrate African American History Month.
 - 10am – 11am: Lecture & Trunk show on textiles and quilting in African and African American history, Bldg. 5-202
 - 12pm – 4:30pm: Quilting Workshop in the Library Classroom, 9-200

II. INFORMATION ITEMS

1. President's Report

ASLT Division is looking to hire a coordinator for the first year success initiative. If you are interested in being on the hiring committee please let David know.

Future discussion items listed on the agenda are planned for next meeting: Funding caps and gowns, textbook orders, and policies regarding textbook selection.

a. IPC Update

Jennifer Hughes is serving as interim President at Cañada College, and David will be co-chairing IPC with Jan Roecks during this period. Student affairs and grievances will be handled by Sandra Stefani Comerford. This is planned for one semester. IPC has not yet had the first meeting, but program review feedback is coming soon.

b. DAS update (Diana Bennett)

Diana Bennett is providing the update today. Diana is working with Jamillah Moore on a district wide professional development calendar. Details of the curriculum meetings at District opening day have not yet been worked out. AFT and others will be brought in so that information from opening day is sure to be brought back to individual campuses. Updated minimum qualifications for hiring on an emergency basis are forthcoming. Additionally, Emergency hires will be relabeled Catastrophic hires (pending approval). Professional Achievement regarding CTE faculty language will also be tailored so that hiring can be more successful for applicants without equivalency. Paperwork must be submitted in a timely manner.

Several policies are being worked on, and include an updated numbering system. When these come to CSM's Academic Senate, make sure to read through both the policy and the procedure even though we don't approve both. Our suggestions are taken into consideration, and the additional proofreading is helpful. The online course design rubric is modeled after the OEI rubric. Expect to see policies and procedures come forward to us for approval at our next meeting.

The Canvas migration has been approved, but final signatures are still pending. IT will begin testing of the system soon. Jennifer Taylor-Mendoza, Theresa Martin, and Chris Smith are collaborating to make sure faculty are ready for the transition. "Train the trainer" faculty will be needed. A request for trainers is forthcoming. If interested, please respond. The final timeline of the rollout will be determined once final signatures are in place.

c. Strategic Plan update (Jamillah Moore)

Jamillah Moore presented next steps, now that the strategic plan is in place. It was approved at the September 2015 Board meeting. There is a Board retreat planned for March 6th (Saturday). There is a need for an implementation committee as well as working groups in order that items from the plan are implemented effectively bearing in mind our goal of student success. A definition for student success is needed. Other plan language will be evaluated and defined. For example, pages 5-7 in the plan highlight several plan strategies. Working groups will tackle individual strategies from the plan and look at where the strategies are already being addressed, existing data, and other approaches as needed. The groups will identify what we need to do at the district level, and what needs to be done at individual colleges. It is expected that the implementation will take at least a full year. Faculty members are invited to participate in any of the working groups. Students and classified staff are encouraged to participate in working groups as well. Please contact Jamillah Moore or Diana Bennett. The goal is to better serve our students so that enrollment choices help them meet their goals for student success.

David raised the issue of faculty, classified staff, and others' compensation. More information about the potential for compensation will be brought back to Academic Senate.

2. ASCSM Update, Sennai Kaffl, President, ASCSM

Several updates were provided from Student Government.

- Student government retreat occurred during Winter Break. Attendees came together, bonded, and built rapport.
- Student elections are coming in May. Please recommend/encourage your students to participate.
- United States Student Association National Student Power Summit (March 2016): The annual Washington DC trip was recently funded by the District. Students will bring issues forward and advocate on behalf of CSM students in Washington D.C.
- Faculty Association of California Community Colleges Advocacy and Policy Conference (February 2016): The annual trip to Sacramento was funded as well. More students are able to attend this conference because it is local.
- There is discussion about ways in which Associated Students can support the Lake County fire victims. A letter of support or other method of support is forthcoming.
- Reboot Week (February 2-4, 2016): Encourage students to be social and engaged. Themed activities will be available.
- Publicity Commissioner: A new position was created to help with the social media campaign of CSM student government.

Canvas impact was discussed a bit at student Senate, but there hasn't been a strong response either way. Impact of transition times across campuses may be of interest to students who take classes at multiple campuses. This issue is likely to come up as a future discussion item; Diana Bennett will follow up with Student Government.

3. Standing Committee Reports

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

No report.

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

No report.

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*

David Laderman is doing this report on behalf of Theresa Martin. There was a National Equity Project activity at the last meeting. There will be activities planned with the NEP at the next Flex Day. NEP works on student equity by working with campus groups including various stakeholders. They specialize in leadership development and healthy communication strategies in order to improve equity. There has been positive feedback about past programs led by NEP on the CSM campus.

A Request for Proposals to enhance student success is being worked on and will be presented to Senate when it is completed. The three year professional development plan has also continued to be discussed.

III. ACTION ITEMS

- a. LSC3 committee: Action to change from an Academic Senate sub-committee to an institutional committee.

There was discussion prior to the vote about whether the committee had approached IPC about the new reporting structure.

Rosemary Nurre moved to approve the action, and Steve Lehigh seconded. Michele Titus abstained. The action was approved with all in favor, and one abstention.

- b. CTE Liaison to ASCCC: Diana Bennett

Statewide Academic Senate would like a CTE Liaison from each college. Diana Bennett has volunteered to serve on behalf of CSM. The task force has many upcoming activities including implementation of LaunchBoard 2.0, which is a new, centralized database for use doing program review and other research and issues related to CTE programs.

Thanks to Diana for volunteering for this liaison position.

Rosemary Nurre moved to approve the action, and Steve Lehigh seconded. All were in favor, and the action was approved unanimously.

- c. Language Arts Division, Evaluation Committee approval

The Evaluation Committee would be comprised of Amy Sobel, Daniel Keller, and Roberta Reynolds. It was noted that due to an oversight, in the past, evaluation committees have not been brought to Academic Senate for approval as required.

Michele Titus moved to approve the action, and Rosemary Nurre seconded. All voted in favor, the action was approved.

d. Counseling Hiring Committee approval

The committee will consist of Henry Villareal, Kevin Sinarle, Arnett Caviel, and Mary Valenti.

Michele Titus moved to approve the action, and Jacqueline Gamelin seconded. All were in favor, and the action was approved.

III. DISCUSSION ITEMS

a. Internationalizing the campus culture (cont'd) (Danni Redding Lapuz)

David Laderman welcomed Danni Redding Lapuz, and emphasized that today's discussion of internationalizing campus culture will be more student-faculty centered than the discussion held last Fall, which focused primarily on funding and administrative details. Internationalizing campus culture was also discussed in a similar presentation by Danni at the Flex Day presentation on January 19th, 2016.

Danni emphasized that there are different approaches to "internationalizing" the campus culture, and it can mean different things in different contexts. Her focus moves beyond the content of course material, to include the students and their perspectives. It works best when it is embraced by the entire CSM community. Many programs are already in place at CSM:

- Internationalized curriculum (examples include global themed courses and the EPIC project in partnership with Stanford Global Studies)
- Study abroad (expanded programs, now housed at Skyline, serve all three colleges)
- Intensive English Language Program (Skyline & Cañada), to help students transition into colleges. Some staff members are even taking advantage of the program.

There is interest in seeing data about how many international students are in need of the IEL program. We may get more information on this in a future meeting. Discussion ensued about why we don't have this program at CSM. The reasoning for this decision seems to be centered around the need to grow international student enrollment at Skyline and Cañada, as CSM's international student population enrollment is higher.

We have over 500 international students at CSM this semester, from over 50 countries. They have a range of different needs, including different student services. It is important not to stereotype international students, as the group is very diverse.

New cultural experiences such as Lion Dance have been introduced to our campus. These offer many positive ways for all of our students to experience different cultures. The growth of the international student population

impacts the classroom, as well. There are positive and negative responses to this by faculty.

We should ask, how can faculty members adjust to make sure the student success of our international students is assured? Danni recommends moving to a hybrid model, where international students are valued as resource for cultural exchange. This can include changes to class structure, organization, etc.

Opportunities can be introduced at CSM. Danni is proposing a Global Workshop Series, and will continue working towards this if there is interest among faculty. Proposed topics include:

- Hybridity model for intercultural mixing
- Intercultural communication
- Global integration mapping (looking at campus structures and finding opportunities to collaborate on internationalizing the campus)
- Developing unbiased course content (equity approach, international approach, etc.)
- Strategies for engaging ESL learners in the classroom

More possibilities for internationalizing campus culture include:

- Global speaker series
- World music festival
- Global distinction on transcript
- Reinvigorating the Global Studies Certificate/Major
- Intercultural service-learning project

Please contact Danni with your questions.

The problem of students choosing to enroll in courses that are challenging, and perhaps not at an appropriate level was discussed. Currently, COUN 111 is required for international students. Each student is assigned a counselor to make recommendations of core classes. However, there are always some students who will not follow the recommendations. Some have specific requirements from their home country that are not in sync with our requirements.

Danni has added an Academic Integrity session during orientation. Additionally, work is being done on an online module for academic integrity.

Because there is another round of innovation grant money, it was suggested that faculty may be interested in partnering with Danni on initiatives.

b. Program Review Task Force update (David Laderman)

David recalled for all that the proposal to submit Program Review every other year has been approved. The next submission will be next Fall 2016. Resource requests,

however, can be made every year. At the end of last fall, David called together an ad-hoc PR Task Force Group including Laura Demsetz, Sandra Stefani Comerford, Jennifer Hughes, David Locke, Bev Madden, Jane Jackson, Andreas Wolf, and Yaping Li. The first issue will be to decide the submission date, in order to finalize the timeline. The task force wants to recommend the third week of October. This will give adequate time to prepare the program review, but also adequate time after submission to prioritize and process resource requests—including faculty position requests. Additionally, the resource request form is streamlined and presented in a much shorter format. The Instructional Program Review Form is also revised. David shared handouts of the revisions, and requested reps look over for discussion at the next meeting. Approval of the due date and PR form revisions by the end of February is the goal. If you haven't done program review in the past, please get input from someone in your division who has, so that you have the relevant perspective and context to make suggestions about the changes.

It was noted by Dan Kaplan that it would be useful to know if the other two colleges are looking to make similar changes. The process at each college is separate, which means they don't have to be linked, but it can be brought forward at the next District Academic Senate meeting.

Meeting adjourned at 4:38 pm

Date and time of next meeting: Tuesday, February 9, 2016.

Minutes prepared by Stephanie Roach, with assistance from David Laderman