

# CSM ACADEMIC SENATE GOVERNING COUNCIL MINUTES

February 9, 2016

2:30 – 4:30 PM

## MEMBERS PRESENT

---

President	David Laderman
Vice President	Kathleen Sammut
Treasurer	Rosemary Nurre
Secretary (Interim)	Stephanie Roach (Absent)
Creative Arts/Social Science	Steven Lehigh
Creative Arts / Social Science	Michele Titus
Language Arts	Jon Kitamura
Language Arts	Kathleen Steele
Library	Stephanie Roach (Absent)
Math/Science	Beth LaRochelle (Absent)
Math/Science	Wendy Whyte
Business/Tech	Steve Gonzales
Business/Tech	Vincent Li
Kinesiology	Mikel Schmidt
Student Services	Jacqueline Gamelin

---

## OTHERS ATTENDING

Sennai Kaffl, ASCSM President

Laura Demsetz, Dean, CASS

Krystal Romero, Interim Dean, Counseling

James Peacock, Bookstore manager

Teresa Morris, Library, COI chair

## **I. ORDER OF BUSINESS**

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

### **1. Approval of the Agenda (Feb 9, 2016) and Draft Minutes (Jan 26, 2016) Agenda**

Rosemary Nurre moved to approve the agenda, Jacqueline Gamelin seconded. All were in favor, the agenda was approved unanimously.

#### **Minutes:**

Rosemary Nurre moved to approve the minutes and Jacqueline Gamelin seconded. All were in favor, with Kathleen Sammut abstaining. The minutes was approved.

### **2. Public Comment (2 minutes per)**

- Wendy Whyte asked if CSM could track the classes students were searching for on WebSchedule, to gather information about the classes they are most inclined to take, etc. David said he would pursue the idea.

## **II. INFORMATION ITEMS**

### **1. President's Report**

#### **a. IPC Update**

IPC is finalizing their semester goals. There was a presentation in regards to the campus budget. There was also discussion on revising the mission statement to better reflect the current direction of IPC.

#### **b. DAS update**

Discussed the migration to Canvas, including timeline to migrate and the services that will be provided to help the transition. During the transition over the next few months there will be a daytime help line available and a different help service used at night. A final decision on the service we will use going forward will be made in a few months.

Review of the STOT program is in the works.

### **2. ASCSM Update, Sennai Kaffl, President, ASCSM**

Several updates were provided from Student Government.

- Students had a discussion in regards to safety on campus and the idea of security being armed. The discussion revolved around whether or not campus security should be armed, and if so which officers (i.e. all security, just the head of public safety etc.) No consensus was reached as to a policy they would like to endorse.

- There was a positive attendance and response to a casino event held in Building 10, during Reboot week.
- They are still preparing for their advocacy trips, to Washington D.C. and Sacramento (see previous minutes for more details).

### 3. Standing Committee Reports

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

No report.

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

No report.

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

No report.

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

No report.

### III. ACTION ITEMS

a. Committee approvals

Kathleen Steele moved to approve the committees as a whole, Michele Titus seconded. All were in favor with Jon Kitamura, Mikel Schmidt, Rosemary Nurre and Vincent Li abstaining. (See attached for list of committees)

### IV. DISCUSSION ITEMS

a. Program Review: due date and minor document revisions

The due date being proposed is the third Friday of October. Kathleen Steele expressed concern for the fall due date, with the overlap of tenure review also happening around the fall deadline. Jon Kitamura recommended that an outline/timeline be developed to help faculty pace themselves to get ahead of the due date to minimize conflicts. David Laderman responded that PRIE has stated that the data will now be available Aug. 1 to help, deans have also expressed a willingness to support faculty with the timeline. There was also a proposal to dedicate Flex day workshops assisting in Program Review, for the fall in which they will be due. Steve Lehigh mentioned that guidance on how to interpret data and organize the responses would be helpful. Kathleen Steele suggested that the Flex day activity alternate year to year with SLO workshops. Rosemary Nurre mentioned that it would be helpful to see examples/presentations of how to get the most out of the PR process. There is a general consensus that the proposed due date is acceptable.

A note is being added to the top of the form to suggest faculty share a draft with their dean a week before the deadline. The idea is to get a deans' perspective on the content. Teresa Morris provided an example of how deans can help in quantifying costs in proposals or alternate options that faculty may not be aware of.

The section on program vision has been consolidated in the section on the description of the program.

Madeliene Murphy has proposed a change to the question regarding GE-SLOs, there was some confusion on the wording and intent of the proposed change. Further clarification was requested.

There is some question as to whether all the changes will work well for all PR forms: CTE, Labs & Centers, and Student Services. Specifically, the reference to GE-SLOs may be an issue if they're not institutionally aligned. David will share the proposed revisions with PR authors on forms other than instructional.

On the resource request form, the questions have been consolidated. Requests for Equipment and Instructional Materials have also been combined so faculty do not have to differentiate between the two. David, Laura Demsetz and Teresa Morris has also suggested that a box be added for "additional resources" that do not fit the categories on the current form, such as outreach, special programs/events, support for programs run entirely by adjuncts, etc.

b. Cap & Gown Funding

There are approx. 160 gowns sold every year. The Bookstore price to students is \$40 plus tax which basically covers the total cost to the bookstore, they are not making any markup on it. Ballpark the total amount a year would be \$8,000 depending on how big the increase in attendees is.

To get re-washable gowns would require \$80-\$100 a gown, maintenance costs would be an issue to wash, dry, iron, store them, etc.

James brought up the potential for collaborating with Associated Students to potentially add in additional funds.

Krystal brought up that we need to try to quantify how many students are not coming to graduation, to get an idea of how many cap and gowns would be needed. There are roughly 600-700 students a year that are eligible for commencement.

Kathy Sammut brought up the idea that cap and gown scholarships could be integrated into the scholarship process, consolidating the application process and potentially assist in fundraising.

Also proposed was collaborating with Dennis Tordesillas to include a survey or notification to students, when they are contacted about commencement.

Kathy Sammut and Kathleen Steele will continue to pursue an action plan on this topic.

c. Faculty textbook orders

CSM has a 35% on-time rate for textbook requisitions, significantly lagging behind our sister campuses. This is an issue because it limits the bookstore's ability to use the rental program, negotiate better prices, or figure out alternatives.

James' preferred method to receive orders is for faculty to send him an email, Michele suggested that we consider the method used at Skyline, where forms are directly provided in mailboxes.  
This discussion will be continued at the next meeting.

- d. Board policies/procedures  
Postponed to the next meeting.

Meeting adjourned at 4:35pm

Date and time of next meeting: Tuesday, February 23, 2016.

Minutes prepared by Steven Lehigh, with assistance from David Laderman

ASGC

Committee Approvals

2/9/16

Tenured faculty review committees

Library (Teresa Morris)

David Locke (Physics)

Dennis Wolbers (Skyline Library faculty)

Jon Kitamura (English)

Kinesiology

Mikel Schmidt – Chair

Shana Young – FT faculty

Tim Tulloch – FT Faculty

Joe Mangan – FT faculty

Hiring committees: Business/Tech Division

Accounting

Vincent Li (3rd year tenure track)

Rosemary Nurre

Bruce Maule

Kathy Ross (dean)

CIS

Melissa Green

Martha Tilmann

Lilya Vorobey

Kathy Ross (dean)

Cosmetology

Andria Nalls

Becky Boosalis

Aurora Medrano (3rd year tenure track)

Kathy Ross (dean)

Evaluation Committee for Creative Arts and Social Science

Mike Galisatus,

Minu Mathur

Rory Nakata.

Math/science evaluation committee

Gary Church

Catherine Ciesla

Lena Feinman

Linda Hand

Darryl Stanford