

CSM ACADEMIC SENATE GOVERNING COUNCIL MINUTES

March 8, 2016

2:30 – 4:30 PM

MEMBERS PRESENT

President	David Laderman
Vice President	Kathleen Sammut
Treasurer	Rosemary Nurre
Secretary (Interim)	Stephanie Roach
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	Beth LaRochelle
Math/Science	Wendy Whyte
Business/Tech	Steve Gonzales
Business/Tech	Vincent Li
Kinesiology/Athletics/Dance	Mikel Schmidt
Student Services	Jacqueline Gamelin

OTHERS ATTENDING

Sandra Stefani Comerford, VP, Instruction
Sennai Kaffl, President, ASCSM
Madeleine Murphy, English
Teresa Morris, Library
Charlene Frontiera, Dean, Math/Science

I. ORDER OF BUSINESS

David Laderman called the meeting to order at 3:34 pm

1. Approval of the Agenda (March 8, 2016) and Draft Minutes (February 23, 2016)

Agenda

The agenda is amended as follows: in the President's report, add item D: Textbook order letter draft.

Rosemary Nurre moved to approve the agenda as amended, Jacqueline Gamelin seconded the motion. All are in favor, the agenda is approved.

Minutes:

Rosemary Nurre moved to approve, Jacqueline Gamelin seconded the motion. All are in favor with three abstentions, the agenda is approved. Kathleen Steele, Beth LaRochelle, and Mikel Schmidt abstained.

2. Public Comment (2 minutes per)

Kathleen Steele has been in touch with Dennis Tordesillas regarding caps and gowns. Academic Senate will come back to this issue before the end of the semester.

Cesar Chavez Week will be celebrated on campus March 21-24. Activities will be presented by the Puente Project with support from DIAG.

- Monday 12-1: Kickoff featuring videos, posters, & more;
- Tuesday 11-1: The Garden documentary screening and Q&A with the director;
- Wednesday 9-1:30: Raza Day with students from San Mateo High
- Thursday 11-12:30: Community Garden dedication and planting ceremony.

Women's History Month events are scheduled throughout the month at CSM. There is currently a Women's History Book Display at the Library.

CSM has been officially certified a Bee Campus. This makes CSM the third higher education Bee Campus in the United States, and the first community college in the nation to be designated a Bee Campus. We feature bee friendly plants and flowers. Sustainability Committee is active on campus and works on initiatives like this.

II. INFORMATION ITEMS

1. President's Report

a. Scholarship sub-committee update

We need three members to review applications for this cycle. Thank you to Steve Lehigh, Beth LaRochelle, and Teresa Morris who have volunteered to join the sub-committee. The new community scholarship received more than 250 applicants.

David is working with the scholarship office to find ways to change the filters and potentially reduce the number of applicants to review. Changes to GPA, full-time enrollment, and other additional filters can potentially bring it down to about 150 applicants. This approach doesn't seem ideal because it would change the requirements mid-stream. Additional options were explored. There is a generic rubric that can be applied by a team from the scholarship office. Use of the rubric can reduce the applicants to approximately 30 applicants, if we choose to proceed with it. Another suggestion was to use the rubric, but to end with a larger pool than 30—for example, 60—so our selection committee would have more flexibility. Follow up regarding the rubric and the financial need criteria is requested. Bear in mind that financial need was not a criteria of our community service scholarship. Additionally, weights for academics on the rubric might yield an applicant pool that is not true to the original intent of our community service scholarship. A suggestion was to place a double weight on the extra-curricular activities on the rubric so that it gets more directly at the heart of our scholarship criteria. Other rubric criteria such as recommendation were considered. The consensus is that the filters for the scholarship should not be adjusted, but that the rubric can be used, contingent on answers brought back from the scholarship office about the issues pointed out above. Academic Senate is relying on our subcommittee members to help identify needed changes for the next community service scholarship application period.

Timeline:

- 33 applicants for the academic scholarship are available for review now.
- Top 60 applications for the community service scholarship will be available March 21.
- The selection deadline is April 1.

b. ASCCC Plenary, Sacramento Convention Center, April 21-23

Theme: Aligning Partnerships for Student Success

Partners include organizations representing CTE, Chancellor's Office, Chief Instructional Officers, Chief Student Services Officers, and others.

Other faculty are encouraged to attend, and should submit requests for funding and contact David regarding attendance.

c. DPGC update

Six policies will be sent via email for immediate review – DPGC has tentatively approved these. Five new policies will be sent out via email for review closer to our next meeting, and then voted on for approval. All reflect minor wording changes.

The district wide Canvas migration pilot this summer will have 21 courses.

Timeline: Fall 2016, 180 courses on Canvas, Spring 2017, 300 courses on Canvas; and for Summer 2017, all courses will be offered on Canvas. Each college will take the lead in transitioning their own courses.

d. Textbook order letter draft.

A sample letter to faculty regarding the problem of timely submission of textbook orders to the bookstore has been drafted and presented for review.

Suggestions regarding the letter include the following:

- providing a sample response letter;
- providing the option to submit a partial order if you plan on changing one or more texts for your course;
- a wordsmithing change: “seriously hurts” to “negatively impacts”;
- demonstrate how easy the process can be (respond to James Peacock’s email directly);
- add subheadings such as “Problem,” “Solution” etc. in order to make the letter more clear.

A revised letter will be brought back for the next meeting.

2. ASCSM Update, Sennai Kaffl, President, ASCSM

- International Women’s History Day: film screening of *Girl Rising*
- Washington D.C. trip is coming this Thursday. Students travelling have been preparing by doing research regarding specific bills that they plan to discuss in Washington.
- Club point system has been developed to incentivize collaboration among CSM clubs. Club points will tie in with a cash award.
- More student involvement in clubs is desired. There was discussion regarding requirements for student representatives in an official capacity vs. unofficial capacity. Some subcommittees specify the number of student representatives. For the time being, the meetings are open. Students are welcome to come. The topic will be revisited, and further discussion will have to occur regarding the process for making official changes regarding the number of student representatives.

3. Standing Committee Reports

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

No report.

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

No report.

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

Madeleine Murphy is looking to answer the question of how do we assess SLOs at CSM. In large part, it is unknown what the current practices are. The desire is to make the process less onerous and more meaningful. ACCJC assessment requirements need to be considered.

Madeleine is speaking to all 47 SLO coordinators to learn more about their practices. A report regarding the findings is forthcoming, as well as suggestions for moving forward. Initial findings suggest that various approaches are taken campus wide. Issues identified include: sometimes the data is not meaningful because there isn't enough of it, particularly for small departments; Many find that SLOs are not useful for their specific needs; Outcomes may measure different things than what the student is graded on; Programs can be particularly difficult to track; and more. Details will be featured in the upcoming report. Other highlights include the importance of separating SLOs from assessment in general, as other types of assessment can be more interesting; TracDat is not well liked, and is currently turned off; Policies regarding the purpose of SLO assessment are lacking. An annual cycle of assessment will be discussed and proposed, perhaps as part of Flex Day. In conclusion, the goal is to make assessment meaningful and painless if possible. More information will be coming soon.

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

The three-year professional development plan by the CAE Committee was presented. Goals of the plan are to meet the professional development needs of faculty, staff, and administration. Various initiatives are identified on the plan. Good teaching practice is a primary goal. Faculty collaboration, including interdisciplinary projects, is another primary goal. Adjunct workshops and the New Faculty Institute are examples of projects from the plan that have been realized. The Center for Academic Excellence library of reading materials is growing. The plan places an emphasis on the support of other committees involved in professional development such as CAC, DIAG, Student Equity Project, etc. Additional examples of plan projects include Accelerated course development and Distance education support (soon with the help of a new instructional technologist). Coordination for professional development has been supported by Fund 1 and BSI funds. It would be ideal to move Professional Development funding to Fund 1, so that it is institutionalized. Additional funding sources are also identified on the budget.

The Academic Senate appreciates the work put into this document. Academic Senate has been asked by the CAE Committee to approve this document so that CAE

Committee can demonstrate that the plan is faculty driven. This will be an action item at our next meeting.

Additional comments identified the need for strong faculty representation on the CAE Committee.

III. DISCUSSION ITEMS

a. Board procedure 6.27.1

6.27.2, SMCCCD Distance Education Course Design Rubric Standard (Hybrid & Online), has already been approved. 6.27.1, Distance Education Regular Effective Contact (Hybrid & Online), is in process. No comments for changes were presented at this time. If there is feedback regarding the procedure, please email it to David Laderman.

b. Draft: Reassigned Time Form (Sandra Stefani Comerford)

Sandra Stefani Comerford presented a draft document regarding assessment and faculty reassigned time. Currently there is no one central place where reassigned time is reviewed. Funding for faculty reassigned time may come from various sources and has grown over time. Categorical funding is preferred over Fund 1. Historically, during summers, auditors come and have on occasion asked what for details about tasks completed by individuals on reassigned time. Cañada and Skyline are actively looking to make cuts in this area. At CSM, the primary goal is to make assignments for reassigned time transparent and accountable.

Sandra needs feedback from faculty regarding the Assessment of Reassigned Time (ART) Draft that is handed out today.

Form overview:

Faculty should work with their Dean or other appropriate administrator to complete the form. The form will be handed in annually on the last Friday in February.

Discretionary vs. mandated positions with reassigned time are distinguished. Most at CSM are discretionary, with some exceptions.

FAQs answer questions about who must and how to fill in the assessment form.

Of note: Questions 1-7a can be filled out by the Dean or appropriate administrator. Faculty will need to assist on 7b and 8, which are more in depth. 7b is more time consuming, as it requires you to identify specific duties and provide evidence justifying workload. 8 depends on status of the assignment. Administrators should provide potential funding sources. Further discussions regarding professional development and other funding sources will need to occur, because AFT funded positions may not require this form to be filled out.

The Rubric portion of the form is only used for a new assignment. It does not apply to existing assignments.

It was emphasized that introduction of this form is not intended as an evaluation or assessment of the faculty member with reassigned time, or to question the tasks and duties performed by the faculty member, but instead to document the work performed so the process is transparent and accountable during audits.

Suggestion regarding language: change FTE to FLC.

What is a reasonable timeline for turning in the form for Spring 2016? End of May.

Meeting Conclusion notes:

- Tracking student searches on WebSchedule. No response yet.
- Faculty authored/edited textbooks example from another school: CSU-Northridge – all faculty authored/edited texts are made available via the library. Online materials are retrieved from the library website.
- Next meeting: Jonathan Bissell from Community Ed will come speak. Is CSM impacted positively or negatively as a result of community ed courses? What does the data say?
- Jennifer Taylor Mendoza will come to speak.
- Flex Day program review session would be a good step.
Other program review issues should still be discussed. For example, some grants are due at same time as Program Review—planning, timeline, and other support is needed.

Meeting adjourned at 4:36 pm

Date and time of next meeting: Tuesday, March 22, 2016, 2:30pm.

Minutes prepared by Stephanie Roach, with assistance from David Laderman