

CSM ACADEMIC SENATE GOVERNING COUNCIL MINUTES

August 30, 2016

2:30 – 4:30 PM

MEMBERS PRESENT

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

OTHERS ATTENDING

Allie Fasth, Year One
Charlene Frontiera, Dean, Math/Science
Dan Kaplan, AFT
Stephen McReynolds, Associated Students
Jeremiah Sims, Director of Equity
Jeremy Wallace, English, Umoja

I. ORDER OF BUSINESS

David Laderman called the meeting to order at 2:30 pm

1. Approval of the Agenda (August 30, 2016) and Draft Minutes (April 26 & May 10, 2016)

Agenda

David Laderman asked that the agenda be updated to reflect that James Roe, President of Associated Students cannot attend meetings at this time. Stephen McReynolds, Interclub Council (ICC) Chair, and Associated Students Vice Chair will attend meetings in his stead.

Steve LeHigh moved to approve the agenda as amended, Vincent Li seconded the motion. All are in favor, the agenda is approved as amended.

Minutes:

April 26, 2016 minutes

It was recommended that the minutes be amended to reflect the decision at the April 26th meeting by Charlene Frontiera and Laura Demsetz to leave the meeting during the discussion of contract negotiations.

Steve LeHigh moved to approve the minutes as amended, Wendy Whyte seconded the motion. All voted in favor, the agenda was approved as amended. Mick Sherer, Margaret Kaluzny, and Vincent Li abstained.

May 10, 2016 minutes

Steve LeHigh moved to approve the minutes, Vincent Li seconded. All voted in favor and the minutes were approved. Mick Sherer and Margaret Kaluzny abstained.

2. Public Comment (2 minutes per)

The Library had its first Maker Tuesday event, a 3D printing workshop today from 10am-12pm. A weekly 3D printing series will be scheduled soon. The knit and crochet group will resume their weekly meetings at the Library beginning this Friday from 1pm-3pm. Attendance is free, and supplies are provided, with knitting needles, crochet hooks, and looms available for checkout, and yarn available for use in house.

Faculty and staff authors, editors, artists, etc. are encouraged to submit a copy of their published works to the Library for our Faculty & Staff Author Collection which is on display year round upstairs. Contact a librarian with questions.

September is National Library Card Sign Up month. Please encourage your students to sign up for their cards so they have full access to our online resources from off campus, as well as checkout of materials from the entire Peninsula Library System.

Dan Kaplan recommended taking time out to see the San Francisco Mime Troupe's production of *Schooled* which touches on the issue of online education and more. The show runs through September 5, 2016.

II. INFORMATION ITEMS

1. President's Report

- a. Welcome to new Governing Council representatives

Margaret Kaluzny joins Governing Council from Creative Arts & Social Science where she teaches Geography as an adjunct faculty member.

The appreciation of the Academic Senate was emphasized with special thanks to Margaret for her willingness to serve and ability to bring the perspective of adjunct faculty.

Mick Sherer joins Governing Council from Language Arts, where he teaches English.

Thanks and welcome to both new representatives. Introductions were made all around.

- b. Interim appointment

The Executive Committee voted to appoint Stephanie Roach as the Academic Senate interim Secretary for the coming year.

Basics about the operation of Academic Senate Governing Council, and protocols during meetings were briefly introduced. New representatives are encouraged to bring any questions about Senate, or Senate processes forward at any time.

The Executive Committee is made up of the President, Vice President, Treasurer, and Secretary.

Action items, Information items, and Discussion items are the main categories of items found on the agenda.

Information items should be limited to just that, information, in the interest of time. Action items are items that Senate needs to make a decision about, and act on. Discussion regarding action items is sometimes needed, and is appropriate.

Discussion is always welcome, but should be primarily focused on the items listed as Discussion items. Discussion items typically move forward to become Action items in a future meeting when Senate votes on them. Sometimes Discussion items do not require further action.

New items that Senate members wish to add to the agenda as a Discussion item should be brought to the ASGC President's attention through the division representative. David typically uses a first come first serve model when adding new Discussion items to the agenda. While he respects the chronological order that requests come in, he will adjust as needed for time sensitive items which are prioritized. Time spent on discussion is also monitored during the meetings and items may be revisited at future meetings when additional discussion is warranted.

The order of meetings comes from Robert's Rules, parliamentary procedure, and the Academic Senate bylaws.

c. Introducing Year One Coordinator Allie Fasth

Allie Fasth thanks ASGC for welcoming her to the meeting. Allie began running the Year One program, formerly the first year student success initiative, in May 2016. Year One is a comprehensive program designed to support students from high school, to the summer before attendance at CSM, and throughout their first year here. Summer programs, and current enrollment in counseling courses is a major component of the program. Additionally, student success workshops, speaker series, and hosting trips. The program is collaborative and Allie looks forward to working with faculty and other partners from the CSM community. The current goal is to get the word out about the program. Please contact her for posters and other materials to share with students.

Mindset 4.0 will come to campus for a Habits of Mind workshop on October 21, 2016. Details are available via the website.

The initial goal for the pilot is 250 students. Students can still join. A case by case basis can be used to add new students from a high school graduating class of 2016.

The goal of this program is to capture first year students directly out of high school. Among that group there are a variety of needs that need to be met. Student individually register for the counseling course of their choice which provides flexibility to meet individual needs. In the future though, the aim is to enroll students in cohorts.

How does our program compare nationally? In some community colleges first year success programs are long standing. There are a variety of forms that programs take. These emerged in the early 1990s initially. Cañada had a program, and may still, and Skyline has a strong program. Another model commonly used nationally at four year campuses are First-year Interest Groups (FIGs).

Data is monitored from students at three specific area high schools, but any student who graduated in 2016 is welcome in the program. Research shows that persistence is significantly improved among students who complete 20 units within the first year, who consistently visit counselors, and who are part of a campus community.

d. Introducing Student Equity Director Jeremiah Sims

Jeremiah comes to CSM from the East Bay. His Dissertation focused on bringing a paradigm shift through critical pedagogy, akin to critical thinking, in which individuals engage in out of the box thinking in order to empower students to deconstruct the box and rebuild.

His goal is to continue and connect the great conversations already happening on campus about equity. He is developing an online course syllabus for a professional development opportunity focused on Critical Pedagogical Instructional Design. The course would situate instructional design inside an educational equity framework, and focus on specific core values. The goal is for us to achieve this both individually, and collectively. At year-end he will report out with further details.

The course is currently planned as an opt-in, asynchronous, Canvas based course. Monthly meetings would be held related to extant educational theory, for example the work of Freire. Discussion could focus on what was tried, what worked, and what didn't work. Creating a collegial atmosphere in which to discuss these issues is a goal. A blog discussion format with rich threads to arrive at best pedagogical practices will likely be used.

The hope is to launch the course this year sometime. Jeremiah plans to survey faculty in advance regarding their thoughts on equity in the classroom.

Incredulity that many faculty members haven't been required to take a course on pedagogy was expressed. Hopefully this online course will help fill the void.

Clarification regarding the core values was requested. A simple example was provided about the importance of pronouncing student names correctly.

David agreed to share the syllabus via email.

2. ASCSM Welcome and Update, Stephen McReynolds, Vice Chair, ASCSM

Stephen McReynolds introduced himself to the Senate.

He currently serves as Vice Chair of Associated Students and Chair of ICC. He was born locally, spent time as a Marine, and is a returning student majoring in Business. Due to

his life experience, he feels uniquely suited to offer maturity and perspective as he serves as the student representative at Academic Senate. He is receptive to and invites communication from us, as he wants to be an asset.

The first ICC meeting is tomorrow. The plan is to review the Brown Act and other procedural and informational items. Appointments to committees have been made. Club Fair is coming end of September. Details are forthcoming.

3. Standing Committee Reports

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

No report.

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

No meeting report.

There is an anticipated leadership change for LAC, as the current Chair feels there is a conflict of interest between her role as Librarian and her role as Chair of Library Advisory Committee. Fresh leadership and energy will be important as there has been lots of change in the Library. Lorrita Ford retired as Library Director at the end of June 2016, and no replacement has been made to date. Additionally, the Library has moved in CSM's organizational structure, and is now part of the Academic Support and Learning Technology Division, reporting to Jennifer Taylor-Mendoza instead of the Vice President of Instructions Office.

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

No report.

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

Theresa Martin was unable to attend but provided details of the update to be shared by David Laderman. The CAE is excited to have two students on the committee. Their committee met Jeremiah Sims and Allie Fasth. The group is working on their annual goals. They have not yet received an official response to the three year professional development plan submitted last Spring. Flex program details for October 12 will be coming soon. Canvas training will be included again as Flex Day activity, though there will be additional Canvas training opportunities as well.

III. ACTION ITEM

a. Tenure Review Committees

Changes to existing committees or new committees were submitted for approval.

See handout for full list of appointments for committees from Language Arts, Creative Arts & Social Sciences (CASS), Library, Math / Science, and Counseling.

David gave tentative approval in advance to the Language Arts committees so they could begin meeting. CASS committees have stayed the same. The Library tenure review committee has three changes. Math/Science has changes. The Nursing committee has the same members for all three committees, as there aren't enough individuals to populate three separate committees. There are precedents across the district for duplicate committee membership. There are member rotations on the Counseling committees.

There are more committees still pending changes. These will come through Senate later for approval. David will likely give advance tentative approval since first tenure committee meetings are required by September 9th, and ASGC meets again after that date.

There is a concern about a pattern of having to provide advance approval by the Senate president prior to Senate representative approval. Divisions are encouraged to submit proposed committee membership on time. David will do what he can to make this happen.

Jacqueline Gamelin motions to approve the committees, Steve Lehigh seconds the motion. All are in favor, the committees have been approved.

III. DISCUSSION ITEMS

- a. Lockdown drills & public safety concerns (Rob Dean, Bill Woods) (30 min)

The lockdown drill discussion from last year prompted the invitation to Rob Dean and Bill Woods.

Campus Safety Forums

Jeremy Wallace and Wendy Whyte both attended one of the campus safety forums, which were facilitated by a consulting group from the east coast. Public perception regarding topics including lockdowns, text alerts, the perception of public safety's current ability to handle emergency situations, armed guards on campus, and more were discussed at the forum. Determining how safe we believe the campus to be seemed to be a central theme of the forum. Suggestions and opinions were solicited in answer to questions such as how do we use in house campus safety vs. police, etc. A range of diverse opinions on these topics were voiced.

Bill Woods responded that determining if the Public Safety is providing the best public safety for our community in light of world events and campuses all over the world is a priority. A consultant agency has been hired to conduct a comprehensive study about our campus safety. The agency was chosen by committee. The agency is going to each campus to host forums. District Public Safety office does not send representatives to the forums to allow for candor in the discussion. A report of

findings will be sent in December to the Board of Trustees. The Board will then make suggestions for action.

Please see the CSM Calendar for a schedule of forums. Separate forum times for staff, faculty, and students are provided in addition to all employee forums.

Specific issues can also be addressed directly with Public Safety anytime. Everyone is encouraged to attend the forums.

Civil Grand Jury Report

For clarification, the Civil Grand Jury report from 2015-16 is a separate study. It is a public document available on the County of San Mateo Civil Grand Jury website, and is titled *Safety, Security, and Emergency Preparedness on the San Mateo County Community College Campuses*. Specific issues regarding radios and cell phone coverage were pointed out by the Civil Grand Jury. Additionally, recommendations were made for training exercises. Changes in response to the report are in progress.

Safety Briefing Presentation

Rob Dean presented a Safety Briefing, and emphasized the Public Safety is happy to come to individual work locations to help evaluate options.

It is important to get to know your workstation well. Know if it is an exposed area, and know where you can go that isn't in case of an emergency. Also take time to get to know about other spaces you regularly attend.

Take note of the location of emergency exits, access to cell phones, fire extinguishers, AEDs (defibrillators), first aid kits, etc.

Big 5 magnets have been distributed at Flex Days, and more are available. The magnets emphasize "the big five safety protocol."

- Shelter in place for environmental hazards, and close doors, windows, and vents
- Drop, cover, and hold on for earthquakes or explosions
- Secure campus for potential threats of violence nearby, go inside, close and lock all doors, and remain inside until the threat has past
- Lockdown/barricade for immediate threats of violence on the premises, go inside, lock & barricade doors, cover windows and turn off lights, remain quiet and alert
- Evacuation when conditions outside are safer than inside, exit buildings and move to a safe location

It is important to note that some buildings are older or newer, have different design principles, and thus will have different needs in a given situation. It is important in the case of an emergency to think on your feet and make informed decisions about a course of action to the best of your ability.

Improvisation is key, as decisions about a "correct" course of action aren't always black and white. Awareness of space and options prior to an event occurs is necessary. Adrenaline and the rush of chemicals in our brains at the time of a real emergency can overwhelm you. Advance preparedness is key so that we can direct students under real conditions.

There have been updates over the summer to the emergency announcement system. (EAS). Door lock button project has completed phase one over this summer. All doors with traditional door knobs now have a push button lock in place so the doors can be locked from the inside in case of emergency. Doors with a push bar locking mechanism have not yet been updated to lock from the inside. ACAM doors are still in progress. Ultimately, the goal is to be able to lock all doors from the inside at a moment's notice.

Upcoming drills are scheduled for October's Great Shakeout, and a lockdown drill in November.

Particular concerns were raised by faculty about areas on campus that are more exposed and that have high student traffic such as the second floor of College Center. Counseling and the Library were both identified as well because of "fishbowl" type exposure.

Questions were raised about potential deterrents to prevent dangerous situations, such as metal detection and increased security for areas identified as particularly high risk. Metal detection is likely to prove burdensome practically due to the open design of the campus, time constraints and resulting lines, and financially. Challenges are recognized because the campus was designed at a different time, when the risks on campus were different.

Videos on the DPS website are available with different scenarios including lockdown.

It is key to decide on how you plan to survive in a given lockdown scenario: Run, Hide, or Fight. Assess the situation, then act. Be mindful of options and hazards. Stay informed through text and other alerts.

Public Safety will come back to Academic Senate anytime, and will come to individual departments.

Clarification was requested about the statement regarding Disaster Service Workers found on the back of the new key cards. This statement will give you access to the campus if needed when roadblocks are in place after an emergency has occurred. This is primarily during the recovery phase of an event, when access to the general public is blocked, but employees may need to return.

Thanks was expressed to Public Safety for their engagement with students during the back to school fair. It is believed students will be more likely to help in cases of emergency, and be aware of their safety options as a result of this effort. More of this public presence and engagement with students is planned.

b. Academic Senate 2016-17 goals (20 min)

The suggested goals are based on last year's discussion of goals for this academic year.

The thinking behind creating the goals is to have few, concrete, achievable goals.

1. Establish better communication and interaction with the District office, and the Board of Trustees, particularly regarding Auxiliary Services and CCCE.
2. Revise and improve AS student scholarship review criteria and process.
3. Explore concrete improvements to textbook policies, and solutions to textbook problems.

Of note: the Chancellor has also expressed support for this idea.

4. Move toward establishing a CTE Certificate completion event. [goal from 2015-16].

Of note: This goal is technically out of our hands because it is a college initiative. But we can support it in our role.

5. Stay abreast of OEI initiative as it develops, with the aim of producing, by the end of the year, a statement of our findings and concerns. [goal from 2015-16].

Of note: We didn't do it last year. We should gauge current interest in this goal. Last year it wasn't impacting us very much. There are some examples of specific classes with specific issues and challenges as a result of statewide online course offerings via OEI. Should CSM become part of this effort?

Please take these goals back to your divisions and departments for suggestions from faculty. Wordsmithing suggestions are welcomed. Any additional suggestions for goals that should be added should be emailed to David. David would like to bring an improved draft to the next meeting. Please share your ideas with David between now and then.

Meeting adjourned at 4:30 pm

Date and time of next meeting: Tuesday, September 13, 2016.

Minutes prepared by Stephanie Roach, with assistance from David Laderman