

CSM ACADEMIC SENATE GOVERNING COUNCIL MINUTES

January 31, 2017

2:30 – 4:30 PM

MEMBERS PRESENT

President	David Laderman
Vice President	Kathleen Sammut
Treasurer	Rosemary Nurre
Secretary (Interim)	Stephanie Roach (absent)
Academic Support and Learning Technologies	Allie Fasth
Creative Arts/Social Science	Steven Lehigh
Creative Arts/Social Science	Margaret Kaluzny
Language Arts	Jon Kitamura (absent)
Language Arts	Mick Sherer
Library	Stephanie Roach (absent)
Math/Science	Ellen Young
Math/Science	Wendy Whyte (absent)
Business/Tech	Steve Gonzales
Business/Tech	Vincent Li
Kinesiology/Athletics/Dance	Mikel Schmidt
Student Services	Jacqueline Gamelin

OTHERS ATTENDING

Dan Kaplan, AFT
Theresa Martin, Math/Science
Stephen McReynolds, ASCSM

Laura Demsetz, Creative Arts and Social Science
Mike Claire, College President
Teresa Morris, Library
Jeremy Wallace, Language Arts

I. ORDER OF BUSINESS

David Laderman called the meeting to order at 2:35 pm

1. Approval of the Agenda (January 31, 2017) and Draft Minutes (November 22, 2016)

Agenda

Rosemary moved to approve the agenda, and Vincent Li seconded his motion. Everyone voted in favor, the agenda is approved.

Minutes:

Rosemary Nurre moved to approve the minutes, and Jacqueline seconded her motion. Everyone voted in favor, the minutes from the December 6, 2016 meeting are approved. (Allie Fasth, Ellen Young abstained)

Ellen Young was introduced as the new Math/Science rep, and Allie Fasth from Academic Support and Learning Support Division (ASLT entitled to have two reps, one from library). Stephanie is on jury duty through Feb, Theresa Martin has offered to do minutes for this meeting.

2. Public Comment (2 minutes per)

Dan Kaplan from AFT on negotiations.: AFT is back negotiating with the district and is hopeful about settling the contract soon. Academic Senate thanked AFT for their hard work.

II. INFORMATION ITEMS

1. President's Report

a. Representative Senate conversion update

Ballot is being prepared and will be sent out shortly with information about changes to the bylaws that will occur if the conversion is approved. Skyline and Canada have already voted to approve the change.

b. Committee approvals

Some search committees were approved by David, during winter break, and inbetween meetings. He did share them with governing council via email, for any concerns. Hard copies of the approved committees were distributed.

c. Miscellaneous

David followed up on a question from a previous meeting about our enrollments. Sandra said about a year ago there was a serious decline in evening class enrollments, now day and evening classes are about even. Rosemary asked about

evening enrollments being impacted by online classes. Enrollment across the district is down for the current semester.

Jon Kitamura (via David Laderman) expressed the concern of the English Dept. about program review/ position requests being submitted to IPC too late to get job announcements out before winter break. David will address it via IPC and Cabinet so that the turnaround is faster.

RE: Letter to Mike Claire about the concerns of ESL faculty. David reported that Mike said that he has spoken to ESL faculty. Mike stated plans to have one ESL faculty search, and if they get two outstanding candidates, CSM will hire them both.

David announced that DAS President Leigh Anne Shaw wants to come to all our meetings and that the District Academic Senate will be working with the college senates more closely. For example, district senates need to work on the Common Assessment state initiative.

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

Announcements – Stephen is becoming Student Body President, as James had to step down, and the VP declined to take the post.

The SMCCD RISE-UP group that staged the walkout last semester is meeting at CSM next Wednesday at 3pm. They can be found on Facebook. Dan Kaplan mentioned that the group has presented at Board meetings, and been involved in Board study sessions following the election.

Participatory governance committees may have some student turnover. Associated Students have lost some senators, so please help the new student reps if they show up on your committees.

Re: classroom evaluations: Student senate is going to provide some feedback on the faculty evaluation forms, but they do not want to get involved in contractual issues.

3. Standing Committee Reports

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

The first meeting of the semester was last week. The December rush was taken care of.

b. Library Advisory Committee, *Teresa Morris (Tim Maxwell has resigned as chair, committee will need a new chair)*

Teresa Morris reports that LAC has not met. The search for Director of Learning Commons closes Feb 13. There is a new library collection, of comics and graphic

novels. For example, there will be two sets of *March*, by John Lewis in the library about marching with Dr. Martin Luther King.

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

No report.

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

Theresa reported that CAE meetings are now the third Thursdays at 1pm in the Center for Academic Excellence (18-206) this semester. There is a Flex Day on March 8. She invited faculty to present session proposals. She reported that the January Flex Days had great sessions, and she hopes to have good attendance at the March Flex Day.

(Mike Claire stepped in at this time to address the ESL concerns. He said he understands the international student population impacts ESL. Mike said he would commit to hiring one ESL full time faculty position, and will hire two if there are two really great candidates. David informed committee that more conversations will occur at various levels about the impact of the international program.)

III. DISCUSSION ITEMS

a. Distance Education Checklist (Erica Reynolds)

OEI Course Design Rubric

The Online Education Initiative created an online course design rubric, and the SMCCCD Board and DAS adopted the rubric as the standard for SMCCCD online courses. A new rubric came out recently from OEI and is formatted as a checklist. Erica has shared it with the Instructional Administrators council.

Erica is here to provide support for faculty to use the checklist to develop their courses. Accessibility is a very important part of the standards. Erica will work with faculty to align courses to standards. She is looking for input on how to inform faculty about the standards and the help that Erica can provide. Steven L. suggested having Deans communicate the information. Laura Demsetz suggested AS president should also inform.

Discussion followed about how to ensure CSM online courses meet standards. Erica may need to go into every course and review it using the rubric. Currently faculty are not required to submit their courses for review. They have academic freedom to develop their course based on the Course Outline of Record (COR). CORs for online courses are required to have a Distance Education Supplement (DES). However, there is no follow up to check that the course is actually doing what is contained in the DES. Each course is approved as one, both online and face-to-face versions use the same COR. Faculty can be made aware of the consequences to students when the course doesn't meet the rubric.

Vincent asked about online courses that are not transferring because the assessments are not proctored. For example, CSU Fullerton, and CSU Chico are refusing to give credit for certain online courses with online exams. Erica responded that CSM is testing Proctorio, an online proctoring application. She also noted that CSM has proctoring at the Learning Center on a case by case basis.

A course could state (on the course outline) that the assessments must be proctored, and this could help with articulation.

Erica also asked to discuss what should be done about an instructor whose course is not conforming to the rubric? David suggested reaching out to individual instructors, but said that there needs to be care taken so that the instructor is not being evaluated for their teaching in this context.

Steven wondered what happens to the teacher of a course that is non compliant for accessibility. Laura said she thinks the Disabled Students Resource Center should contact the faculty member, and the faculty member's Dean, who would work with faculty member to achieve compliance. Erica stated she wants to be able to go through courses and contact faculty about how their course is doing with respect to the rubric and accessibility. David suggested Erica approach faculty about meeting the rubric standards. Rosemary points out that going through every course is going to be incredibly time consuming. Steven suggests sampling courses and faculty members' pages, so that it is more of an audit.

Laura suggests that faculty need education around the rubric and that Erica is helping with accessibility. She mentioned that faculty have been concerned in the past when they have seen an unknown person on their course website.

If our online courses are offered across the state, the course has to be reviewed for conforming to best practices by an OEI committee.

b. Textbook Cost Strategies – regroup.

David emailed an article about zero-cost textbook programs across the country. State ASCCC is creating a task force for faculty to work on Open Education Resources across the state. They are inviting applications to be on the task force through the end of this week. He suggested that a few members of ASGC apply to get on the task force. This is a top priority and if adjuncts are interested there could be funding to support adjuncts.

Rosemary asked about free tuition as a way to offset overall student costs. Stephen McReynolds stated that that most students at CSM are getting some tuition assistance, which helps; but that textbook costs can be much higher than tuition. Teresa said that library faculty may be interested in applying to the OER task force.

Faculty do have concerns about changing textbooks, and pointed out that there are alternate options for purchasing textbooks. Many faculty have considered costs and are trying to lower costs for students. Free books are available, but the ancillaries are generally not free, and they are often very useful, like Mastering. Some faculty may not want to go back to manually graded homework, after having used

automated grading ancillary products. Pedagogy, not cost, should be the first concern when it comes to choosing books. A suggestion was made that the district could help offset textbook costs for students, partially through grants, or provide resources in library.

c. Post-Election college activities and issues

Faculty registered concern over new immigration policies that are expected to come with the new federal administration. They wondered what procedures to follow in the case of federal immigration officials coming onto campus or into classrooms looking for illegal immigrants. David agreed we should follow up on this short discussion since time ran out.

Meeting adjourned at 4:33 pm

Date and time of next meeting: Tuesday, February 14, 2017.

Minutes prepared by Theresa Martin, with assistance from David Laderman