

ACADEMIC SENATE  
COLLEGE OF SAN MATEO  
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**Governing Council Meeting**

**Feb. 24, 2004**

**Members Present**

Tom Diskin	President
Martha Tilmann	Vice President
Lloyd Davis	Secretary
Rosemary Nurre	Treasurer
Rick Ambrose	Past President

Bernard Gershenson	Language Arts
Tim Karas	Library
Eileen O'Brien	Counseling
Linda Phipps	Math/Science
Jim Robertson	Social Sciences
Anne Stafford	Language Arts

**Others Attending**

Candice Alfaro	President, ASCSM
Connie Beringer	President, DAS
Chris Eden	ASCSM

Fauzi Hamadeh	ASCSM
Jessica Mercado	ASCSM representative
Madeleine Murphy	Language Arts
Jim Petromilli	CTL

**CALL TO ORDER** The meeting was called to order at 2:20 p.m. The agenda was approved, with an appointment to the Professional Development Committee added to Faculty Appointments. The minutes of Jan 27 and Feb. 10, 2004 were approved. The secretary thanked Rick, Martha, and Anne for their corrections to the draft of the Feb. 10 minutes.

**OFFICERS' REPORTS** Tom reported that District Academic Senate, District Shared Governance Council, Strategic Planning Committee, and Bookstore RFP Committee have not met since our last meeting. Martha reported that the Board of Trustees will meet Feb. 25, and that the budget committees are waiting for the outcome of the March 2 bond issue election. If the \$15 billion bond issue does not pass, there will be major cuts, as high as 25% but perhaps as low as half that, since education is funded even before bonds. **College Council** went over college goals, and considered new action steps introduced to support future accreditation. Faculty will be asked to participate. College Council also received copies of the new accreditation standards, a 29 page document which does not make altogether clear what is expected of us. Governing Council will be discussing it. College Council heard that ASCSM is doing a great job in pulling together CSM participation in the March in March, which will involve perhaps 10 busloads of students going to Sacramento March 15 to support community college funding. Participants will get t-shirts and a free lunch.

The Board of Trustees will hear reports from all three colleges in the next three months. Tom will report on the status of program review and proceedings with respect to the Program Improvement and Viability policy on programs on hiatus. Shirley and Grace will report on the status of accreditation and other subjects.

**TREASURER'S REPORT** Rosemary reported a balance of \$6940.57 in the Senate checking account

**FACULTY APPOINTMENTS**

Martha Tilmann agreed to represent Governing Council on the **Professional Development Committee**, as it reviews the lone application for a faculty sabbatical. Madeleine Murphy chairs the committee.

A **College Assessment Committee** has been formed to organize the Student Learning Outcomes workshops to be held at CSM later this Spring, and to coordinate preparation for our next accreditation visit. Faculty on the committee are Elaine Burns, Sandra Comerford, Laura Demsetz, George Kramm, Skeet McGuiness, and Lilya Vorobey.

## INFORMATION/ANNOUNCEMENTS

The **Accrediting Commission for Community and Junior Colleges (ACCJC)** is seeking three commissioners to represent faculty. It is also seeking an Associate Director for Team Operations and Communications, to serve as liaison with member institutions, organize accreditation visits and perform numerous other tasks. Tom has application forms for those interested.

Tom has nomination forms for the ASCCC's **Stanback-Stroud Diversity Award**.

**NEW BUSINESS – SMART CLASSROOMS** CTL director Jim Petromilli gave a presentation about smart classrooms, in the context of moving faculty from desktop to laptop computers. Bond-related construction will allow us to introduce “smart” classrooms. Rather than being owned by one department, these would be flexible, allowing for different orientations and arrangements for different users. During construction, some faculty will have their offices in swing spaces (temporary locations.) Swing spaces are cramped, and laptops occupy far less space than desktops.

Smart Classrooms have “smart lecterns,” which are teaching consoles equipped with a PC and a Mac, ancillary hardware and software, a projector and audio systems, DVD-VCR players and monitors. They are beautiful, but huge, and fully equipped they cost \$13715 each. At that price, we could afford only six such rooms in Building 18. To better empower faculty and engage students, CSM is opting for the “lectern lite” version. Each room would still have a projector and audio system, but the lectern would not have its own computers and supporting hardware and software. Instead, faculty would bring and connect their own laptops. The lectern costs \$1500, projector support \$550, audio amplifiers \$650, cabling \$250, screen \$270, projector and mount \$4000, for a total of \$7220. This lower cost allows twelve such rooms in Building 18.

To achieve flexibility, we are abandoning fixed seating. We want rooms that can be reorganized in different ways, so we don't want heavy duty, hard-to-move infrastructure. Smart classrooms and laptops allow rooms to be used by many different classes, and to be adjusted to different methodologies. Jim Petromilli noted he was a student on this campus in the 1960's, and many of its rooms haven't changed since then.

Faculty at Skyline were moved to swing spaces in a nearby elementary school, with their computers, phones, etc., in spaces not intended to be offices. Even before the move, 60% of faculty did the majority of their work at home. Faculty in swing space offices will want to work at home even more. Laptop computers give faculty the power to do multimedia at home, office, or classroom, and they take up far less space in cramped swing space offices than do desktops. Desktops with 17” flat screen monitors and laptops with 14” screens are now within about \$100 of each other in cost, roughly in the \$1600-1800 range, for both PCs and Macs.

The current proposal is to include as many “lite smart classrooms” as possible in the Building 18 remodel, issue laptops to all full-time faculty who use those classrooms, and set up a pool of laptop loaners for part-timers teaching in them. Smart classrooms will be phased in elsewhere on campus as construction proceeds, and will be controlled by the VPI's office, not division offices. Laptops can be leased, but most leasing arrangements require multi-year spending commitments, which are hard for colleges to make because of budget uncertainties. Bond money can be used to buy laptops, in the opinion of Jose Nuñez. The final say is with the Bond Committee. Bond money can't be used for anything that lasts less than five years. Faculty computer replacement dollars are also available, but not in abundance. Faculty computers need to be updated and replaced in any case.

Petromilli said if faculty support this, we should push forward to make it happen. Several members expressed support. Martha said CIS has been doing it this way for years, and wouldn't do it any other way. It's a great relief to walk into a classroom, knowing you've tested everything and it's right. She added that network connections and projectors must be working as well, and asked whether we can get some techs to work at night. Computers must be backed by tech support.

All classrooms in Building 34, the Integrated Science Center, will be electronic, as will some in building 19. The program review spreadsheet shows that many departments are requesting computers, the vast majority for

classroom use. Petromilli reported the demand for electronic classrooms at Skyline exceeds the supply. Skyline has 12 to 15 such rooms, and they are always busy. The six at Canada also have high demand.

Jessica asked whether students could use these computers for classroom presentations. Martha said there should be no problem with students bringing their own laptops. Tom said having every user of a smart lectern bring their own laptop would eliminate conflicts among users, and reduce the possibility of crashes because of computer glitches. Jim said smart lecterns are for rooms shared by multiple disciplines, not for dedicated rooms such as those in building 14, which already have a computer cart, internet access, and other features. Jim also said the lite smart classrooms will have wireless connectivity. There is already wireless student access in the cafeteria. \$17,000 has been spent on lecterns at Canada, and \$20,000 on just one for the Choral Room at CSM. It is loaded, and is used all day long. Music, film, psychology, and ethnic studies are among its users.

Members cited problems when classrooms have multiple users. Moving furniture to reconfigure a classroom, and checking the computer and projector setup, may take ten or fifteen minutes. Perhaps fifteen minutes should be allowed between classes in those rooms. In any case, tech support is needed in the evening.

With a perfect plan, computers would be cycled out every three years. Faculty would be responsible for them until they became obsolete and are replaced with a new one. Jim showed a video clip about a small wireless “ultra personal computer.”

Tom and members thanked Jim for his presentation.

**NEW BUSINESS – LIAISON BETWEEN COLLEGE AND DISTRICT ACADEMIC SENATE** District Academic Senate (DAS) President Connie Beringer described the relationship between DAS (herself and the presidents and vice presidents of the three college senates) and the Board of Trustees as analogous to the relationship between the college senates to college administrations. DAS coordinates sharing of information and development of policies on issues that require consideration by the faculty of all three colleges, such as the degree audit initiative, program discontinuance, and the future of the bookstores. DAS takes policies to the Board only if all three colleges agree on them. The program discontinuance policy is nearing completion.

To improve communications, DAS is placing agendas, minutes, and reports on its web site, and emailing material to faculty. This is the first year DAS has had such email access. For now, emails have to go to all district employees. Tom reported that ITS is updating the data base, which will make it possible to have more focused email lists. The big issue is keeping up to date with the status of everyone in the district. The dangers of mass emails are information overload and misinterpretation, but for those who are interested, it is better to have information than to be in the dark.

The District used to have a Vice Chancellor for Educational Services, which was an amalgamation of other positions, including that of Gus Petropolous. The position is currently vacant, so the district has no vice chancellor at the reins of instruction. One senate president wanted to discuss the value of filling it. The present budget picture makes filling the position unpopular. Most campuses want to see the district budget shrink. Since the colleges do not agree on it, no recommendation will be taken to the Board on this issue.

Connie said a major DAS goal is to win Board approval of the **Program Viability Policy** (formerly the Program Improvement and Discontinuance Policy, now, in full, the DAS Policy for Curriculum Development, Program Review, and Program Viability.) She explained that the policy, which revises section 6.15, titled “Curriculum Development and Review,” of District Rules and Regulations, is being prepared by a task force consisting of herself, the college Curriculum Committee chairs (except CSM’s George Kramm, who is busy with hiatus programs) and District representative Paula Anderson.

The policy asserts the authority of Academic Senate, in accordance with Title 5, in the areas of curriculum development, educational program development, program review, and program viability. Each campus will approve its own processes in these areas, in consultation with the college administration. The Senate does not want there to be willy-nilly program discontinuance for budget reasons. This is a 10 + 1 issue, on which the Board has agreed to rely primarily on Senate recommendations. Connie noted that our Board of Trustees has

agreed to rely primarily on Senate advice in all of the 10+1 areas of academic and professional matters listed in Title 5. That agreement came to fruition under former DAS President Dick Claire, after much work by Kate Motoyama. Statewide, few Senates have such an agreement. Most senates pick areas for primary reliance, and other areas for mutual agreement. If the Board does not take our advice, they have to tell us why not in writing.

The document offers a process for implementing the policy, but each campus will set its own process, which must be approved by the local senate. Connie gave Tom a document with information on how other colleges do it. Tom said the proposed policy is helpful, and will result in more standardization across the district. The Chancellor supports the policy. It will go to the Board tentatively in March or April, after the college presidents have reviewed it. Connie said Skyline agreed to put program discontinuance on hold until the policy is approved by the Board. Cañada canceled summer school, but didn't cut specific programs. President Kelly agreed to apply the proposed process to the hiatus programs at CSM, even though it was still not Board-approved.

Jim Robertson suggested using the heading "model possible process" rather than "process" in the document, since it is left up to each college to form its own process. Connie suggested "approved model process," since the process set forth in the document has been approved by all Governing Councils, the AFT executive committee (since collective bargaining issues could arise), and seen by college administrations.

**OLD BUSINESS – DEGREE AUDIT RECOMMENDATIONS** Tom asked Connie to address degree audit from the District perspective. He distributed notes from the most recent Degree Audit Steering Committee Meeting, held Dec. 16, 2003.

Connie described the development of degree audit policy as an ongoing process lasting three or four years so far. It started with a technical group of Admissions and Records people and others who had been making decisions about such academic matters as credit by examination and advanced placement. A Skyline counselor saw these as academic issues, and brought the matter to Skyline's Governing Council, pointing out that the technical group was making its decisions without faculty input. As a result, Academic Senate halted the process and asked for faculty involvement. At about that time, Regina Stanback-Stroud came on board at Skyline as the new VPI. As past ASCCC President and long-time advocate of faculty issues, she is very aware of and sensitive to faculty needs. She formed an Academic Senate subcommittee, co-chaired by her and consultant Jeanne Hyde, with counselors and articulation officers who are familiar with the issues. CSM's faculty representative is Aisha Upshaw. The committee came up with a list of 38 recommendations in December, 2003, 29 of which require action by Academic Senates.

Recently, a subcommittee of Skyline's Governing Council, with members Connie Beringer, Skyline Senate President Nick Kapp, Linda-Rosa Corazon from the original Degree Audit Committee, articulation officer Evelyn Seth, and curriculum committee co-chair Arthur Takayama, met to consider the 29 recommendations and determine which to refer to their Educational Policy Committee and which to refer to their Curriculum Committee.

The degree audit people want to standardize credit by examination across the District. CSM gives credit by examination in English; Skyline does not. CSM's English AP policy is different from Skyline's. There are general policies for credit by examination and advanced placement, but each department makes its own decision.

The present goal is to communicate to local senates about the proposed policy changes. Connie and the Curriculum Committee chairs will form an intermediary committee to go through all 29 recommendations, receiving input from the college Governing Councils and reporting to the "über-committee" (probably a reconstituted degree audit academic subcommittee) hopefully this semester. To assure consistency and agreement, some recommendations will be sent back for reconsideration. Proposals will go back and forth between the two committees and the Governing Councils until issues are worked out.

Connie said advanced placement and credit by examination decisions will be made department by department. Standardizing everything is not the goal, though it would be helpful. Degree audit policy recommendations need to go through Governing Councils. She suggested our Governing Council form a subcommittee to look at each

recommendation and determine who should review it. Tom said we will discuss and brainstorm this at our next meeting, and establish who will actually do the work. He will keep us updated on DAS discussions.

Connie attends Board meetings, and invited members to let her know of anything the Board should know about. Tom thanked Connie for coming to our meeting.

**NEW BUSINESS – COLLEGE ASSESSMENT COMMITTEE (CAC)** Faculty appointments to the CAC were approved earlier in the meeting. Its first task will be to arrange the **learning assessment workshop**. The plan is to have a core group of faculty participate on the first day, to give them the information needed for nuts and bolts outline work to meet the new accreditation standards. That group will be mentors for other faculty. Several have been to workshops in the past. Tom said the workshops are likely to be on a Thursday and Friday, in late March or early April. Each participant will bring a course outline and rework it to incorporate assessment tools that satisfy the new accreditation standards, so it can be used as a model by the participant's departments.

Originally we were going to send faculty to the workshop at Chabot in mid-March, like that at West Valley last year. Grace felt we could service more CSM faculty by having workshops here. Long-range, the CAC will oversee the assessment portion of meeting the new accreditation standards.

**NEW BUSINESS – STUDENT EQUITY PLAN** The Student Development Committee is preparing to discuss the Student Equity Plan. Tom will update us at each meeting.

**NEW BUSINESS – CALIFORNIA GREAT TEACHERS SEMINAR** The last CSM faculty member to attend this annual event was Minu Mather in 2002, who told Governing Council it was most worthwhile. Former attendees, including Tom, agree. Tom described it as a sharing seminar, at which faculty from all over California share positive teaching experiences. Participants are asked to bring something they used in their classes that really worked. There are breakout groups, participants talk about various experiences, and make presentations over several days. Consensus was to find out the cost, and if we decide to participate, email all faculty about the opportunity, and pay for whoever is selected to go with Senate money. We have paid for it in the past from the Academic Senate treasury. Rick called this a good use of Senate money to benefit faculty. The limited amount of money in the CSM budget for the Senate is used mostly to send faculty to ASCCC plenary sessions.

**NEW BUSINESS – PRINTER FOR THE SENATE OFFICE** The printer in the Senate office is very old. At Tom's request, MSU to approve the use of Senate funds for a new printer. The estimate cost is around \$200.

**OLD BUSINESS – CHEATING AND PLAGIARISM POLICY** When she met with Governing Council Feb. 10, VPSS Pat Griffin agreed to ask Dean of Admissions and Records Henry Villareal whether a student given a grade of F for cheating can be blocked from dropping the class. Henry responded that there is no mechanism for doing so at this time. Before she left for an accreditation site visit in Palau, Pat agreed to investigate this further.

ASCSM President Candice Alfaro told Governing Council of student concerns and asked that we take more time on the policy. ASCSM wants to see student input have a greater role, and asked what appeals process is available for students. Governing Council members pointed out that the policy has been on our agenda for a long time, and the committee that has been working on it for three years wants to get it out in some form. They suggested students be active in a revision, not halt the process. Members were concerned about this last minute expression of concerns, and wondered if there was a communications breakdown.

Tom called for a forum for students to present their views, probably at a future Governing Council meeting attended by Pat Griffin and Craig Blake, who were key to developing the policy. Bernard noted that students have the right to appeal any grade, for any reason. Fauzi Hamadeh, who was ASCSM's representative to Governing Council some years ago, pointed out that there is nothing in the cheating and plagiarism document directly referencing any appeal process.

Members discussed how to proceed. Faculty are certainly open to hearing student concerns. We need reaction from Pat Griffin, though she would not be involved in the grade appeals process. Rick pointed out there's a lack of continuity; students aren't here very long. If this year's student leaders are gone next year, who will bring it

up? Students may have to work on it for the next issue of the catalog. Martha noted there is an ongoing log of changes for next year's catalog in the Instruction Office.

Tom pointed out that this policy has been on Governing Council's agenda for some time. Fauzi said he heard talk about having such a policy, but the students saw no written policy until last month. Anne said the document has been on the agenda, and circulating in multiple drafts, for about a year. Bernard suggested students bring their suggested language to our next meeting. Martha said if there's a critical issue, students could take it directly to Pat. Members were not sure how much of the policy would be printed in the catalog.

Martha pointed out there is a physical printing issue: to avoid major changes in layout, changes would have to be small. Jessica said the underlying issue is that students were not involved in drafting the policy. The validity of the policy does not depend on whether it makes it into the next catalog. Fauzi noted that the Student Activities Office has not yet received the packet of materials it will be asked to check for the next catalog, so there may be some time for making changes.

Tom acknowledged there was no student participation on the committee that wrote the policy. Craig Blake reported to Governing Council as the policy was being developed, did raise the question of whether it would be appropriate to involve students in the creation of such a policy. The Student Development Committee, a permanent committee reestablished to work on the Student Equity Plan, will have student representatives. Linda said there was too little student participation in writing the policy. We should see to it that does not happen again, but we should move forward now with the policy.

Candice said she welcomes a future meeting with Governing Council on the policy, and invited faculty to attend the March 1 ASCSM meeting to discuss the issue and hear student input. ASCSM meets every Monday from 2:15 to 4 p.m. Tom will ask Pat about the catalog deadline. If necessary, the Executive Committee of Governing Council could approve adding a statement about the appeals process, prior to our next meeting. Other revisions could be made in the future.

**OLD BUSINESS – UPDATE ON FACULTY COMPUTERS** Tom got an update from John Hogan on the computer request process. Requests fall into four categories; (1) a complete system or printer, (2) computer upgrades; (3) requests that are incomplete because they do not include prices (John and the committee will shop for the best prices); (4) requests that are inaccessible because they are in files that can't be opened or are unreadable. Annette is assisting John and knows the best prices. Memory upgrades and printers are the biggest categories. John put in a request for himself, but doesn't feel comfortable making the decision on his application. John is keeping Tom informed, but he is not attending because of complications following surgery. Decisions will be made soon. Tom will keep Governing Council informed.

**ANNOUNCEMENT** Chris Eden from ASCSM invited faculty, staff, and administration to join students in the march in March. It features a free lunch and t-shirt, and a free bus trip to Sacramento, with as many buses as needed. He asked faculty to hold off significant curriculum on March 15. Last year 10,000 attended from community colleges statewide. Jim reminded students of legal constraints on faculty. Faculty cannot cancel classes, or bring a class to such an event. Tom said faculty may give a take home assignment in lieu of a class session. Those who want to sign up should do so at the Student Activities Office.

**ADJOURNMENT** The meeting was adjourned at 4:30 p.m. The next meeting will be Mar. 9, 2004.