

ACADEMIC SENATE
COLLEGE OF SAN MATEO
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Governing Council Meeting

Mar. 9, 2004

Members Present

Tom Diskin	President	Jacqueline Gamelin	Counseling
Martha Tilmann	Vice President	Bernard Gershenson	Language Arts
Lloyd Davis	Secretary	Tim Karas	Library
Rosemary Nurre	Treasurer	Eileen O'Brien	Counseling
Rick Ambrose	Past President	Linda Phipps	Math/Science
Craig Blake	Business/Creative Arts	Jim Robertson	Social Science

Others Attending

Minu Mathur	Social Science	Jessica Mercado	ASCSM representative
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CALL TO ORDER The meeting was called to order at 2:20 p.m. The agenda was approved, with the addition of a discussion item on whether preferential treatment for our part-timers seeking full-time positions should be district policy, and the tabling of the new business item on the Student Development Committee, since that committee has not yet met. The hiring proposal is part of the AFT negotiation package, and DAS President Connie Beringer wants a decision on it as soon as possible. Members felt there should be more time to discuss it with faculty. It will be an action item at our Mar. 23 meeting. The minutes of Feb. 24, 2004 were approved.

GREAT TEACHERS' SEMINAR Tom introduced sociology professor Minu Mathur, who attended the Great Teachers' Seminar in Summer 2002. She called it a great experience. She went with cynicism, trepidation and low expectations, but found that wrong on all counts. It was very well run. Activities for the 50 participants included presenting things that have worked and not worked in classes. There was lots of group work. She learned things she is still using, for example such first day activities as having students introduce each other in pairs, and share contact information in groups based on similar interests or on high school attended. She also learned about "teaching without talking," being more silent and letting the students take over. Madeleine said past seminars have focused on service learning, learning communities, and project-based teaching. Lasting five nights and six days, it is a big commitment of time.

Whether to send one or more faculty to this year's Great Teachers Seminar, August 1-5, will be a future action item. The activity is worthwhile but quite expensive. We could make bringing back information, perhaps offering a workshop, part of the arrangement with participants we send.

OFFICERS' REPORTS Tom reported on the March 8 **District Academic Senate** (DAS) meeting. Dick Claire (Cañada) and Linda Whitten (Skyline) reported that the district must cut its **budget** \$369,000, and be prepared for a \$2 million contingency due to salary negotiations and other potential expenses. The \$369,000 is the best case for 2004-05, and could be covered by retirements. Rick clarified to Governing Council that the \$2 million is in addition to the \$369,000. It is the worst case scenario, and would result from not getting a COLA from the state, not from salary negotiations. Community colleges have been promised a COLA, but not in writing. Rick will meet with Virgil Stanford to discuss this. We need to hone in on expenses more precisely. The hiring freeze is technically off, but hiring is unlikely. Rick said we're in much better shape now than last year.

Sondra Satterfield, one of two faculty representatives on the **Board of Governors**, reported the Governor is favorably disposed towards community colleges, and a COLA for this year is a reality. It is likely that Partnership for Excellence (PFE) money, but not technology (TTIP) and EOPS funds, will be rolled into the general apportionment for community colleges. Martha explained that the PFE roll-in is good in that it will become part of the funding base and therefore get a COLA. However it will make it harder for our district to become self-supporting. Craig noted that the \$15 billion bond shifts property tax money back to cities and counties, and could preclude our being self-supporting for some years.

Tom said the nuts and bolts of the **guaranteed transfer option**, under which UC and CSU students would be redirected to community colleges, have not been properly addressed. Will we be funded to take on those students? Will they displace traditional community college students? Hopefully Sondra will take our concerns back to the Board of Governors. Other points in discussion: We would lose people who would normally have been able to attend, because of their relative lack of savvy in navigating our registration system. Also, if we get more UC/CSU bound students, we may have, e.g., more sections of English 100 but fewer of English 838.

The **Bookstore RFP Committee** is considering three proposals, including one from current bookstore management. Bookstore managers Jai Kumar (Cañada) and Kevin Chak (Skyline) reported to DAS on updating online book orders and state and federal textbook pricing issues. Our bookstore managers are providing information to the RFP committee. They want to be involved in decisions, but they are a bidder. Craig reported the committee met and discussed its mission and the issues it should consider. The committee has good student representation. Follett representatives and current bookstore personnel will be interviewed March 17, and Barnes and Noble representatives March 25. Rick Bennett has been gathering many questions for the interviews.

Martha reported CSM Photography Instructor **Lyle Gomes** is featured in the Jan/Feb 2004 View Camera magazine. She also gave a **construction** warning: expect the worst this summer and fall, in terms of mud, access, parking, and noise.

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

FACULTY APPOINTMENTS Martha Tilmann is replacing Rosemary Nurre as Governing Council representative on the Professional Development/Sabbatical Leave Committee, chaired by Madeleine Murphy. Madeleine is the AFT appointee, Martha the Senate appointee. The committee awards professional development funds, which equal 1% of total faculty salaries. Once used only for long- and short-term professional development projects, these funds now also pay for sabbaticals. The money is usually depleted by December, because faculty apply in advance. Some allocated but unused money is left over at the end of each year. In discussion, members called for increasing the 1% share.

INFORMATION/ANNOUNCEMENTS **ASCCC Spring Plenary** will be April 15-17. Local senate leaders from around the state will get together for breakout sessions on such topics as budget and classroom assessments, and to prepare resolutions. Tom and Martha will attend, with Martha as voting representative. **ASCCC Area B meeting** will be at CSM Friday, March 26, 2004, in the Gallery Room. Governing Council members are invited to attend and see how resolutions are prepared.

Tom reported that Dean of Admissions and Records Henry Villareal could find no indication that Banner could lock in an F given as a penalty grade for cheating, to prevent a student from withdrawing from a course to escape the F. Members were not sure whether Banner could be modified. Jackie suggested going back to the past practice of requiring a counselor's signature for adding or withdrawing from classes. Tom and VPSS Pat Griffin will pursue these questions.

NEW BUSINESS – STUDENT OPINION OF CHEATING AND PLAGIARISM POLICY Jim Robertson attended the March 1 ASCSM meeting to hear student views on the Cheating and Plagiarism policy and, as we agreed at our last meeting, to work out language students would find acceptable, in particular protecting students' right to appeal and tightening up vague wording. 'Should' was changed to 'shall' in statements about the responsibilities of instructors to alert students about the policy, and to document and report violations. The following statement was added: "Nothing in these Guidelines shall be construed to restrict a student's right to appeal through the appropriate process described in the "Student Grievances and Appeals" section of the college catalogue." MSU to approve the changes. Craig Blake will forward the revised statement to Pat Griffin on behalf of Governing Council. If the changes are too late for the catalog about to go to press, they will go in next year.

NEW BUSINESS – COLLOQUIUM ON CHANGING ASSOCIATE DEGREE REQUIREMENTS The ASCCC Curriculum Committee held a colloquium Feb. 25 at the Peralta District Office in Oakland to discuss raising the associate degree English requirement to English 1A (our English 100) and math requirement to elementary algebra (our Math 110.) Bernard Gershenson, Regina Stanback-Stroud, and Connie Beringer attended

the morning session on English, and Martha Tilmann and Lloyd Davis the afternoon session on math. Our district is divided. Cañada requires English 100, but Skyline and CSM do not. Two years ago Bernard learned from John Sewart that very few of our students would be affected by needing English 100 to graduate.

Bernard reported on the morning session. The committee gave a précis of its work so far, presenting advantages and disadvantages of having English 1A as a requirement. About 23% of community colleges now require 1A for the associate degree. The rest require a course one level lower. Advocates of the change assert that a higher level is needed for transfer and for workplace credibility, now more than in the past, that consistency is needed across the California community college system, and that California's requirements are out of step with those of comparable states. Better language skills would improve employability. Students would think, reason, and communicate better. Educated people need this higher skill level. Disadvantages include hurting student self-esteem when they can't meet the goal, that some vocational degrees may be harder to obtain, and that students on financial aid would be burdened if they needed an extra semester. There is no evidence now that students from colleges with an English 1A requirement have been more employable. The requirement would limit ESL students who can succeed in other areas of the curriculum. An institutional issue is that liberal arts faculty are calling for the change, but vocational faculty would be most affected. Statewide, policy consistency is less important than finding jobs for students in certificate programs. Colleges in rural areas have fewer transfer students. Many attendees spoke after the initial statements. There were strong advocates on both sides, but no consensus. The committee will continue to solicit information through next fall's plenary session, when there will be a vote.

Lloyd and Martha reported that the current minimum associate degree math requirement, elementary algebra, is two levels below transfer level, and that by June California high schools will require elementary algebra for graduation. There was near-unanimous support at the colloquium for raising the math requirement, but many speakers called for content different from traditional intermediate algebra (our Math 120.) Suggestions included courses tailored to specific vocational programs, a math for liberal arts course, and a traditional course with topics from, e.g., probability, statistics and mathematics of finance instead of quadratic equations and rational expressions. Speakers also emphasized the need for more support services, especially tutoring.

Points in Governing Council discussion: What does a college degree mean? Local colleges can raise their standards above state minimums. Counselors see students who are discouraged at facing years of courses after scoring very low on placement tests. Jessica called for raising the bar in English. Class discussions are horrible if people are stumbling over their ideas. Bernard said support structures are built in to English courses. All English composition classes have a writing center component, but the number of tutors available there is limited. Evening students would like the writing center open on Saturdays. Intense learning community work could help some students. Jessica asked about applying volunteer work within the college toward a certificate. Tom said the technology division did that for a while, with its own tutors. Bernard said English is leery of using student tutors. They are usually very good in English, but tend to fix the problem for the student rather than teach the student how to fix the problem. Tutors in the library center just rewrote sections of papers. Faculty should be available.

NEW BUSINESS – PROGRAM IMPROVEMENT AND DISCONTINUANCE – Tom gave an update on the Program Improvement and Discontinuance (PID) process. Committee work is beginning for the Architecture, Film Production, and Broadcasting and Electronic Arts programs. The Aeronautics PID committee, chaired by Tim Karas, decided that program would not be viable and recommended discontinuing it without initiating the full PID procedure. Steve Cooney, the only full-timer in the program, concurred, and will teach drafting and work in cooperative education. DAS, which heard Tom's report on March 8, was interested in the exercise of that option. Others are looking to CSM to see how the process works, and the aeronautics case has strengthened the procedure. We now have a proposed district policy, which includes program review, curriculum development, and program viability. Our current PID procedure will fit into that policy.

The next step is to determine how to be more proactive in the future. Instead of waiting for the Office of Instruction to cut programs based on low enrollment or lack of full-time faculty, we want a selection process for use in advance of any need to cut. The Committee on Instruction is unhappy about being involved in job security issues. Our PID process deals strictly with programs. Rick called for identifying curriculum changes in program reviews. Departments need to look proactively at programs, not let them die and react after the fact. Tom said low-enrollment programs in technology have made improvements. Aeronautics didn't do as much as it could

have, but it serves an industry with huge peaks and valleys. The aviation industry has few jobs now, and is losing jobs to outsourcing. Three other Bay Area schools (CCSF, College of Alameda, and Sierra Academy) have aeronautics programs. We keep programs viable, and eliminate those we no longer need. It is a valid process. Craig noted that the student member of the committee, appointed by ASCSM, provided good insights.

Other points in discussion: We are a community college, not an academic junior college. We have to move and adapt with the community and what it's doing. Transfer is only one of the four legs community colleges stand on. We have to take responsibility for the viability of our programs. It is up to faculty to be proactive with their own programs. The responsibility of Academic Senate is to oversee the process and assist faculty. An option being considered around the state is to offer Applied Associate Degrees. We have opportunities in vocational education, as high school programs are cut back. We can adapt our programs as needed.

OLD BUSINESS – PROGRAM REVIEW Tom reported a record 44 program reviews have been received. The VPI has produced a grid summarizing the information from them. Faculty need to know that the program review document is actively being used for long-term curriculum planning, and for budget decisions, including major equipment requests and future staffing. Tom was complementary about the deans' handling of the process for allocating equipment funds. They whittled \$400,000 in requests down to under \$100,000 in awards. The deans helped each other prioritize at the college level. Grace also found some extra money for particular uses.

Points in discussion: program review should drive a lot of things, and is tied into a number of areas of district policy, including hiatus programs. The district recognizes the lead role of faculty and relies primarily on the Senate in these areas. There is lots of support for what we're doing. Program review shows the needs of the college are huge and sometimes distressing, for example the need for about 20 new faculty. It can also show areas where we may have a surplus, e.g. computers.

NEW BUSINESS – DEGREE AUDIT RECOMMENDATIONS DAS President Connie Beringer wants Governing Council to come up with CSM's responses and suggestions for the Degree Audit recommendation document. We need to establish some standardization among district colleges, as well as areas of autonomy. Tom wants a subcommittee to make specific recommendations to Governing Council. Jackie and Bernard agreed to serve. Jackie will take the lead on assembling people from counseling. Martha will talk to Connie about how the work was done at Skyline.

OLD BUSINESS – FACULTY COMPUTERS John Hogan met on March 9 with Annette Perot on faculty computer requests. His committee is at the decision-making stage..

OLD BUSINESS – STUDENT TUITION ASSISTANCE PLAN This item was tabled because it was not agendaized as an action item. It will be addressed next time as action item.

FUTURE AGENDA ITEMS will include selection of 2004-05 officers.

ANNOUNCEMENTS Jessica Mercado reminded Governing Council that the Sacramento **March in March**, for community college funding, is Monday, March 15, and she asked faculty to accommodate students who wish to participate. The Chancellor supports the March. Eileen O'Brien reported that the Get Linked job and volunteer fair, with 60 agencies and employers and with Subway sandwiches, will be in the South Cafeteria March 10,

ADJOURNMENT The meeting was adjourned at 4:15 p.m. The next meeting will be Mar. 23, 2004.