

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

**Apr. 6, 2004**

**Members Present**

|                    |                |               |                 |
|--------------------|----------------|---------------|-----------------|
| Tom Diskin         | President      | John Hogan    | P.E./Athletics  |
| Martha Tilmann     | Vice President | Tim Karas     | Library         |
| Lloyd Davis        | Secretary      | Jim Robertson | Social Sciences |
| Bernard Gershenson | Language Arts  | Anne Stafford | Language Arts   |

**Others Attending**

|              |                          |                 |                      |
|--------------|--------------------------|-----------------|----------------------|
| Dan Kaplan   | AFT                      | Jessica Mercado | ASCSM representative |
| George Kramm | Committee on Instruction |                 |                      |

**CALL TO ORDER** The meeting was called to order at 2:25 p.m. The agenda was approved, with two changes: The update on nominations of 2004-05 officers was deleted from new business, since there is nothing to report. The election will take place after spring break. The update on the Student Equity Plan report in old business was tabled. The minutes of March 23, 2004 were approved.

**PUBLIC COMMENT** Dan Kaplan read an emailed press release he received today from the office of Governor Schwarzenegger on the appointment of six members to the California Community College **Board of Governors**. Anthony Alvarado served 34 years in New York City public schools before joining the San Diego Unified School District as chancellor of instruction. Margaret Quinones is a counselor at El Camino College and on the board of trustees of Santa Monica College. J. Steven Rhodes is a Los Angeles consultant for institutional investors and held several positions in the administration of President Reagan. San Franciscan Sara Martinez Tucker heads the Hispanic Scholarship Fund after being the first Hispanic female AT&T executive. Catherine Unger has represented UC Berkeley, the Annenberg School of Communication at USC, and other institutions as a public affairs consultant. She has served on the CCC Board of Governors since 2000 and as its president since 2002. Leslie Wang is active in the San Joaquin Delta CC District, and is currently a public member of the CCC Board of Governors. Four of the six are Democrats, and their average age is 54. The 17 member Board of Governors selects the state chancellor and, in consultation with the chancellor, makes policy decisions.

**OFFICERS' REPORTS** Tom reported that an updated statement of **college goals** from the Strategic Planning Committee will go to College Council April 7. He also announced he is working with students in the Multimedia Department in updated the Academic Senate website, to make it more useful to the faculty.

Martha reported on the latest meeting of the **Board of Trustees**. The Board heard that Skyline President Fran White is going to Marin. Shirley Kelly will take over the Skyline presidency, while keeping the CSM presidency, until a replacement is found, perhaps by September but more likely by January. She will get a stipend on top of her regular salary, but this will still free up money to reimburse faculty and others on the search committee this summer, among other things. In discussion, Governing Council members asked what this says about the need for so many administrative positions.

Skyline reported an unexpected need for \$800,000 in Measure C money for swing space. The reason this need arose was not made clear. CSM reported receiving an award from the Carnegie Foundation for work on learning communities. The award is one of ten nationwide, of which only two went to community colleges. Kate Motoyama got an award from Communicating Common Ground for her production of The Laramie Project.

Canada lost its community education block funding from Redwood City to that city's budget cuts, so it must close its Education and Technology Downtown Center. San Francisco State University is opening a Bachelor of Science in Nursing program at Canada College as part of a joint project with Sequoia Hospital. Like other area

hospitals, Sequoia is in dire straits for nurses. Our Board of Trustees was hesitant to support the program in view of uncertainty about Sequoia's future. Sequoia expected to move its hospital to the Excite campus, but didn't buy enough land there. That land is no longer available because it was bought by Stanford Medical Clinic. Sequoia will instead remodel its present facility. Under the agreement with Canada, SFSU will lease the facilities at Canada and Sequoia will pay for instruction of the students. A check expected from Sequoia was reportedly "almost in the mail." Canada will use \$100,000 in capital improvement funds this summer to upgrade its facilities for use in the nursing program this fall. Dan stated that faculty in our medical assisting program, which is due to move to Canada in the fall, are concerned about the timetable: will the space be adequate and will the labs work this fall. Martha added it is not clear exactly how the buildings at Canada will be used. The Board sent Chancellor Galatolo and Canada President Rosa Perez back to get a contract assuring that Sequoia will be with us for 6 to 8 years. In Governing Council discussion, members noted SFSU has a \$14 million deficit and has cancelled its engineering program as a result. A broader partnership with SFSU will highlight reading for teachers of reading, extending the business curriculum beyond lower division; and bilingual skills for social workers. The meeting closed in honor of Gerry Messner of Canada, Robert Wagner of Skyline, and CSM student Andrew Dang of Foster City, who died in Iraq.

## **ANNOUNCEMENTS**

1. Tom, Martha, and Jim will attend the **ASCCC Spring Plenary**, April 15-17.
2. Hiring Policy Recommendations will be considered under old business.
3. Tom distributed the complete version of the Campus Improvement Survey.
4. Technology Division Dean Mike Claire is assembling a possible nanotechnology program. .
5. Tom distributed names of nominees for the Jonnah Laroche Memorial Scholarship.
6. Tom has brochures about and copies of the catalog of Fulbright overseas teaching and research opportunities. He can loan them out. Bernard suggested Tom email information about this to all faculty.
7. Tom distributed a list of the four Regina Stanback-Stroud Diversity Award winners.

**NEW BUSINESS – COMMITTEE ON INSTRUCTION MEMBERSHIP** COI Chair George Kramm presented two requests to expand COI membership. Dean Chowenhill is stepping down as Dean of Counseling, and wants to return to COI. This would require our approving a second COI position from Counseling. Tim Karas has asked that a COI position be created for the library. Tom stated that last year Governing Council approved making the Library Committee a permanent committee directly under Governing Council. Nothing in the bylaws addresses restrictions on the expansion of committees. Jim thinks no amendment to our bylaws is needed. It is reasonable for COI to use the same rules Governing Council uses for itself. We have a librarian and two representatives from Counseling, so COI should too. If we decide a bylaws change is needed we could still approve the two additions now and submit the change to faculty vote next year.

George said the Library Committee used to be a COI subcommittee, but there is no real connection any more. It is common practice around the state to have librarians on instruction committees. Jim agreed it is appropriate and desirable to represent the library on COI, to recognize the instructional role of the library within the mission of the college. Too often, libraries are neglected by faculty. Asked whether having a librarian on COI would make library signoff unnecessary for course approval, George said not at this time. The time interval between getting and approving new course descriptions is too short. COI could discuss streamlining the approval process.

Consensus was to make changes to COI an action item at our next meeting, with follow-up in the fall on whether the bylaws need to be changed. The addition of a counselor is called for not because one person wants to be on the committee but because of the large number of counselors. Committee on Instruction membership should reflect Governing Council membership. Library representation is important on both bodies, and our bylaws say large divisions, such as Math/Science and Language Arts, may have two representatives.

**NEW BUSINESS – RETIREMENT LUNCHEON** Tom discussed this with Val Anderson. Fresh and Natural will provide a \$400 credit toward three different events, provided we use its services. Will we support the event, and will we use Fresh and Natural? Jessica reported students were very pleased with Fresh and Natural's catering of an ASCSM event, and Tom said they did a great job at the recent Area B meeting at CSM. MSU to approve Fresh and Natural catering the retirement luncheon.

**NEW BUSINESS – ASCCC DUES** Tom reported DAS President Connie Beringer discussed with Chancellor Galatolo having the District pay the annual dues for college senate memberships in ASCCC. In the past, these have been paid from college budgets, not local senate treasuries. Tom confirmed with Shirley that this is a line item in the college budget, and that for CSM, ASCCC dues were \$1667 for '02-'03, and \$1747 for '03-04. The chancellor said the district would be willing to pay the dues, but would deduct them from present allotments to the colleges which senates use to cover sending representatives to plenary sessions, summer leadership and curriculum institutes, and the vocational education institute in March. Tom recommended leaving things as they are. MSU to do so. Tom didn't know whether it is typical around the state for ASCCC memberships to be paid out of college budgets.

**NEW BUSINESS – SURVEY OF EQUIVALENCY PRACTICES** Tom reported ASCCC is surveying local senates on faculty and senate participation in granting equivalency to candidates for faculty positions. He needs more information to complete the survey. Local senates were given responsibility in this area when AB 1725 passed in 1989. It is under local control. Members suggested asking past Senate presidents, the division deans, and Shirley and Grace, about past practice and about whether there is a codified policy. Bernard and Lloyd said in their divisions, Language Arts and Math/Science respectively, screening committees make decisions on equivalency. Tom said there have been breakout sessions on this at recent ASCCC plenary sessions. Tom will pursue these leads.

**OLD BUSINESS – CALIFORNIA GREAT TEACHERS SEMINAR (GTS)** Discussion continued from last time on sponsoring faculty participants. The cost is \$695 for lodging, all meals but one, special events, and materials. A single room costs \$175 extra for the week. The senate would be responsible for \$695 plus airfare for each participant. The dates this year are Aug 1-5. A suggestion at our last meeting was to revisit the issue in the fall, delineate selection criteria and send at most one person in summer 2005. There is not enough time this year to come up with a selection procedure. Members discussed partnering with AFT, possible responsibilities of participants, and the broader question of the best uses of Senate funds.

John Hogan suggested in the future, when the financial situation is better, the senate and AFT jointly sponsor attendees, perhaps in alternate years. This partnership to improve instruction would be good public relations for both organizations, and would build their relationship and their outreach. GTS is an individual activity, but the faculty and the institution benefit. Dan said AFT could put it on its agenda. He noted that nobody in AFT leadership has attended the GTS, so they are not directly familiar with it.

Tom attended GTS in the late 1980's. He said one benefit for him was interacting with instructors from other colleges, where things are done differently. At our March 9 meeting, Minu Mathur told us about her 2002 GTS experience. The benefit is primarily individual. Instructors bring ideas back to use in their classes. We have looked for ways for instructors to share what they learned. Anne said the GTS experience can't be duplicated, even in a well-attended flex activity. It is not clear how to condense a five-day seminar into a short flex day activity. We're kidding ourselves to think we can spread it out to the teaching community. Jessica suggested bringing the seminar to CSM, but Bernard pointed out that would be extremely expensive. Lloyd said it is experiential, and a report on it cannot recreate the experience.

Dan and Lloyd pointed out that years ago at CSM, selection for GTS was a more rigorous process. Faculty were nominated by their peers for outstanding work, and it was a real honor to be chosen. Dan asked whether that is still the case in other districts. Tom could ask other senate presidents about this. Other matters of fact: GTS is held under the joint auspices of ASCCC, FACCC, and CCLC, and the number of attendees is upwards of 50.

Do we want to spend the money to make it possible for our faculty to attend? Martha said we should discuss this in the framework of how we want to spend senate dues money in general. Anne agreed that decisions about specifics, like GTS, should be made in the context of that wider discussion. She said she would be more excited about going as a teacher if there were no strings attached. She would like to see GTS as a gift to the selected faculty. Jim recalled that Jackie spoke of GTS as uplifting, after we've had so many takeaways. Tom said it might encourage more faculty to pay their dues, so we'd have a higher percentage of paid members as well as a GTS participant every year. John suggested looking at future trends in education, e.g. distance learning. Get

faculty involved and do workshops. Anne said she wants to spend senate money on both teaching and leadership. Can we afford both every year?

Dan said part of the larger discussion should be on how to create an environment where more faculty want to participate in the Senate or the union. Fewer and fewer people are doing all the work. We want more faculty active in shared governance. The Great Teachers Seminar is probably not a way toward that goal.

Tom agreed with Martha that this is part of the discussion of how to use senate dues money, which has been a future agenda item for some time. He suggested continuing that discussion in early fall. Anne advocated having the discussion this spring, if possible. Tom was open to that suggestion.

**OLD BUSINESS – ADOPTION OF FACULTY HIRING GUIDELINES** Tom distributed the March 5 draft of faculty selection procedures, along with a two-page summary of changes from existing policy. DAS president Connie Beringer wants our support for these procedures. They were prepared by a task force which is a kind of continuation of the old Policy Trust Committee. Its members include three senate and three AFT representatives. The policies will be on the agenda of our next meeting. Dan reported that AFT Executive Committee got the proposal recently and approved it unanimously.

**OLD BUSINESS – HIRING POLICY RECOMMENDATIONS** DAS President Connie Beringer has asked college senates to come to consensus on granting courtesy interviews to adjunct faculty with satisfactory evaluations and submitting that issue to the task force for working out the details. If no consensus is reached, DAS will ask the union to withdraw the item from its contract proposal, since DAS sees it as a policy issue, not a collective bargaining issue.

Several faculty pointed out difficulties with courtesy interviews. Bernard said it would be an enormous burden on screening committees in large departments, such as English, to grant courtesy interviews to their many adjunct faculty. Objections could be expected to any rules limiting the set of part-timers to be granted such interviews. The idea is to get the best possible person to fill the position. We're here for the students. They're not here for us. As it is, an inordinately high percentage of new faculty have come from adjunct ranks in the last three years. 13 of the 16 current full-timers in the English department were adjunct faculty. Martha observed courtesy interviews would not make sense for CIS. For adjunct faculty, CIS looks for industry-based people who are specialized in some technology. For full-timers, the department looks for breadth, not depth. Tim said the library also hires adjuncts for specific duties.

Dan reported the AFT Executive Committee had a long discussion of this at its last meeting, and would like the task force to meet again and discuss it fully. The AFT intent was never to give an extra point to part-timers, but to treat faculty already in this district with respect. He would like this looked at in more depth. The task force worked well on full time hiring revisions. It would be good to have it look at this part-timer issue. Perhaps it could come up with something other than an automatic interview. AFT would like the senates to say they are interested in continuing the discussion, but through a possibly revitalized task force. The Senate and AFT have co-responsibilities. How we treat our part time faculty is important. Tom said as presently worded, we cannot support this, so we'd like to see new language. The task force must determine the language.

Jim Robertson, speaking as a part-timer from a smaller division, said rejecting the language is a slap in the face to part-timers. Part-timers in his department do history fairs, library deselection, and other unpaid duties. Part-timers hold office hours and attend division meetings. They play an important role in the institution. There may be a distinction between large and small divisions over logistics, but we should not brush off courtesy interviews as too much bother.

John said it comes down to competency. We don't need an internal policy for the automatic advance of competent professionals. People advance on merit. The alternative is not equitable. Competent professionals don't need protection. Anne cautioned that we can not rely on competent faculty members always being advanced. Bernard said he does not mean to denigrate the contributions of part-timers, on whom the institution depends, but the automatic interview language is unworkable. Dan called the language contradictory, and said it should be worked out by the task force.

Dan said a problem with what often happens results from knowing our part-timers so well. We see outside candidates only with their best foot forward. Part-timers and outsiders could both come across strong in interviews, but our knowing the part-timer's weaknesses typically gives the outsider an advantage. Without a countervailing mechanism in place, which the task force might come up with, part-timers in the district are at a disadvantage. Martha said she can imagine people saying the inside candidate has the edge. Bernard favored referring this back to the task force, and noted that we do hire a high proportion of part-timers. Dan said although we have hired a high proportion of part timers during the last three years, historically that has not been the case. Hiring of insiders was less than 40% over the last 20 years. The part-time equity weeks held in recent years have heightened sensitivity. In the past few years percentages of part-timers among full-time hires has been high, but few faculty have been hired. Bernard spoke of the uneven ways adjunct faculty have been hired over the last 20 years. Often people are hired to fill last minute vacancies, with very little background check. In the late 80's and early 90's there was a huge pool, and we knew what we were getting. In the late 90's, the pool dried up. People didn't want to apply for adjunct positions. They were going into high tech or elsewhere for more money. The quality of the pool changed. There is now nowhere near the same scrutiny for adjunct positions there was ten years ago.

Martha moved that 1) we cannot accept the language as presented and 2) we want the task force to reevaluate and rework the language. MSP (Robertson opposed rejecting the language.)

**OLD BUSINESS – FACULTY COMPUTERS** John Hogan gave an update on faculty computers, and distributed a revised list of awards. Bernard's iMAC is too old to upgrade. We will leave this item on the agenda for final acceptance.

**ANNOUNCEMENT** – Martha Tilmann reported that the CIS department is announcing a **Computer and Network Forensics** associate degree program. Computer forensics is the extraction of digital information for use as evidence in legal proceedings. Students need to know, for example, how to keep the chain of evidence secure. They will learn how to get information off a fragmented disk, and from "ghosts" messages leave. This is increasingly important to corporations and law enforcement. Corporations monitor employee misuse of their computers. Computer security people try to keep bad things from happening. Computer forensics people collect evidence after bad things have happened. Similar programs are offered in community colleges in Virginia, Florida, and Texas, but CSM will be the first California community college to do so. CIS has had wonderful support from Grace's office, and from public relations, with press and radio announcements. There will be interviews on Live 105, and KCSM. Jessica suggested advertising in movie theaters.

A 13.5 unit certificate of completion will be offered this fall. The paperwork for the degree program is awaiting approval in Sacramento. Three new computer forensics courses are the heart of curriculum. Students will also take 12 units in networking, 12 in administration of justice, and 3 each in operating systems and electronics. The program was pared down from 90 units to 66. Students will not be allowed to access the college internet. Three faculty are in training. Law enforcement and networking people are interested, and the program has the support of the San Mateo County Sheriff's Department, which will provide instructors and/or guest speakers. Everything is in place. The program will get Board of Trustees approval at its May meeting, at which the Board addresses all curriculum issues.

**ADJOURNMENT** The meeting was adjourned at 4:36 p.m. Remaining meetings this semester will be April 27 and May 11, 2004.