Minutes
Friday, November 15, 2013
rm. 6203

Mission: to empower and transform a global community of learners

Governing Council
Officers
2013-2014
Leigh Anne Shaw
President
Kate Williams Browne
Vice President
(vacant) [Fredricks]
Secretary
Tiffany Schmierer
Treasurer
Nicole Harris
ASSC Rep (ex-officio)

Committee Chairs
Nick Kapp & Jacqueline Escobar
Curriculum Co-chairs
Stephen Fredricks
Educational Policy
Zachary Bruno
Professional Personnel
Mousa Ghanma
Research
(vacant)
AFT Rep (ex-officio)

Division Representatives
Ed Yee/Richard Claire
Business
Nate Nevada
Counseling
Nathan Jones
Language Arts
Amber Steele
KAD
Tony Jackson
SSCA
Carmen Velez
SMT

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<tr>
<th>Call To Order and Approvals</th>
<th>Presenter</th>
<th>Time</th>
<th>Details</th>
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<tr>
<td>Call to order</td>
<td>President</td>
<td>1</td>
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<tr>
<td>Roll</td>
<td>Secretary</td>
<td>1</td>
<td>Browne, Schmierer, Harris, Kapp, Fredricks, Nevada, Jackson, Velez, Yee, Jessica Lopez, Escobar, Steele, Linda Allen, Diana Bennett, Nina Floro, Rick Hough</td>
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<tr>
<td>Consent agenda</td>
<td>President</td>
<td>0</td>
<td>M: Jones/S:Ghanma</td>
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<tr>
<td>Adoption of the agenda</td>
<td>President</td>
<td>1</td>
<td>M: Jones /S: Ghanma All Aye</td>
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<tr>
<td>Approval of previous minutes</td>
<td>President</td>
<td>1</td>
<td>M: Nevada /S: Yee All Aye</td>
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<tr>
<td>Public comment</td>
<td>Public</td>
<td>3</td>
<td>Three minutes will be allotted per commenter.</td>
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<thead>
<tr>
<th>Standing Agenda Item</th>
<th>Presenter</th>
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| Officers’/ Standing Committees’ Reports | chairs     | 20   | President’s/Vice President’s reports -  
|                                       |            |      | • [College Governance](#) – meets Nov 27.  
|                                       |            |      | • [College Budget](#) – met Nov 14.  
|                                       |            |      | • [Institutional Planning](#) – Nov. 13.  
|                                       |            |      | Merger of CBC and IPC discussed  
|                                       |            |      | Scorecard work discussed  
|                                       |            |      | • District ([DAS](#) met Nov 18. [DPGC](#), [DSPC](#) met Nov 18.)  
|                                       |            |      | Topics:  
|                                       |            |      | 1. Repeatability (making sense of new language)  
|                                       |            |      | 2. Repeatability will be brought up at Curriculum  
|                                       |            |      | Treasurer’s Report – No Report [but Empty Bowls project was a great success!]  
|                                       |            |      | [Research](#) – Ghanma  
|                                       |            |      | Jennifer Merrill to consider a SAD Research inquiry and fund development (SAD: Seasonal Affective Disorder);  
|                                       |            |      | Funding for Research Committee to establish research on campus would allow growth of research at Skyline College.  
|                                       |            |      | Escobar: The Science And Research Symposium should be part of Program Review to Institutionalize & Fund |

Action/Information

Information
**Curriculum** – Kapp/Escobar

Kapp: Curriculum was videotaped and is available on CC website

Repeatability is a significant issue we are addressing.

Regional Curriculum meets 11/16 at Laney College

**Ed Policy** – Fredricks – No Report

**Professional Personnel** – Bruno – No Report (Absent)

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<tr>
<th>Other Reports</th>
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<tr>
<td><strong>ASSC</strong> – Harris</td>
<td>10</td>
<td>ASSC put on a successful Skyloween Day on October 31 with Carnival Tent outside Bldg 4. ASSC had a very successful Veteran’s Day Celebration on November 13 including Mobile Resource Truck. AIDS/HIV Awareness Day will be on December 5th. Please come to our meetings, we appreciate input!</td>
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<td><strong>AFT</strong> – no report</td>
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<tr>
<td><strong>SEED</strong> – Jones</td>
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<td>Alignment with leadership roles for SEED Topics of Distance Learning, Digital Divide and how SEED can play a role were discussed.</td>
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<tr>
<td>Fredricks: Digital Divide Specialist from UC Berkeley on Digital Divide available for consultation, name is Blanca Gorda</td>
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<td>Escobar: Bridgette Fischer from CTTL should be included in discussions about Distance Education.</td>
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<td>Kapp: Curriculum is also working with Distance Education</td>
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<td>Browne: Appropriately education and informing Faculty about responsibilities &amp; requirements for Distance Education</td>
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<td>Kapp: A key issue of this is to develop tool to allow for Assessment and Evaluation of courses, both on-line and in-person.</td>
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<td>Bennett: Performance Task Force should be in-place to evaluate.</td>
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<td>Escobar: Bridgette has been instrumental in developing</td>
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<td><strong>Classified Senate</strong> – Allen</td>
<td></td>
<td>Developing Constitution and by-laws (goal end of academic year)</td>
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<td>Developing a logo for Classified Staff at Skyline College.</td>
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Request to support Resolution No. 2013-001 urging the BOG to support SSTF Prof. Dev. Recommendations. CS could not support the Resolution as presented.

At ACCJC site visit, Classified Senate was asked about District website AS and Student Association code of ethics; CS has a code of a code of ethics “based on the district code of ethics”, however, according to the district language, each committee should have their own code of ethics. This topic will be reconsidered.

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<tr>
<th>New Senate Business</th>
<th>Presenter</th>
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<th>Action/Information</th>
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<tr>
<td>Discussion: Professional Development and Professional Personnel</td>
<td>Browne / Bruno</td>
<td>30 (2:00)</td>
<td>Guests: Nina Floro, Rick Hough, Diana Bennett. Discussion on purpose and charge of Professional Personnel Committee and of purview of Professional Development. Goal #1: To decide on the relationship that senate should have with respect to PEDAC or other Prof. Devel. Goal #2: To make a recommendation regarding changes to the charge of the PPC and the relationship of Professional Development and/or PEDAC to Academic Senate. Browne: Solidifying the roles of the committees and juxtaposing with other entities that have plans and processes in place for Professional Development. Clarity for PD One of the issues for the fall plenary last week was the issue of developing a “Professional Development College”. Bennett: AFT and DAS are working cooperatively to unify strategies (policies versus contractual issues, for instance). We work separately but jointly. Providing leadership skills, pedagogy skills development, STOT Training. Floro: Faculty Development on campus governed by the Union is a Funding Source; has no say in workshop offerings, etc. PEDAC (Professional Enrichment Development Advisory Committee), which is not an AFT committee; this committee would make sense to answer to A.S., however, this committee is governed by the State (it is not just a faculty committee, it includes Classified, and administrators as well). Browne: Does this committee decide what workshops, etc. are offered for Faculty Development (FLEX) days? Floro: PEDAC was originally funded by the State, a one-time amount, to fund workshops in Faculty Development; there are not equivalent committees to PEDAC at CSM or Canada. We are mandated by the State to outline and document the professional enrichment activities for all 3 entities.</td>
<td>Information</td>
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</table>
Ghanma: When we get inspected by (for instance OSHA), can we develop funding to train Faculty/Staff for legal inspections? Specifically, UC Davis offers protocol management courses to develop understanding of procedures for safety management.

Floro: We have very limited funds at this time (about $200).

Browne: How does CSM do this?

Bennett: We have a FLEX Day Coordinator.

Browne: Do we need this committee to report to A.S.? Do we have A.S. members on this committee?

Floro: Zach (Bruno) is on this committee. Phyllis Taylor serves as Rick Hough’s liaison from Professional Development.

Short-term versus Long-Term sabbatical has been developed by PD.

Browne: What are the structures in place now, are we being as efficient as we can with these committees? Professional Development is a key topic at the Statewide level as well.

Hough: CTTL should be the hub of all of this.

Browne: Tell us what you do and what you see as the most beneficial for Faculty Development.

Hough: Committee for a following year would be maximized if we allowed a continuous committee from the previous year (that is, a Spring to Fall continuum).

The actual money from the district doesn’t usually arrive until mid-October at the earliest, which also puts a constraint on our work.

Browne: At State Plenary, we discussed Program Development versus Faculty Development. In terms of Participatory Governance, we have 1% of Faculty Salary for Faculty Development, does this money get earmarked for Program Development?

Floro: CTTL doesn’t even have an Advisory Committee yet, as it is so new. We are working to seek funding for this Committee to allow for Program Development.

Browne: If we are not careful we will overspend; however, we are not in such dire straits that we cannot offer charges and resources to these committee. I want to be sure that we don't lose individual Faculty Development as we “lunge” forward with Professional Development.
Schmeirer: Why is the language about sabbatical unclear? How many requests are NOT funded?

Hough: A sabbatical is a 7-year cycle to allow Faculty time off to develop Faculty skills. I think we’ve funded 4 sabbaticals and denied one. For awhile, the trend was that we were not spending all of the funds, however,

Steele: What gets funded for a sabbatical?

Floro: The sabbaticals are 80% funded, not 100%.

Bennett: Professional Development also being discussed at the District Level A.S. well.

A workshop for Professional Development Awareness and Education (PD 101, for instance).

Trying to get unification for Faculty Professional Development since it is from Faculty from across the District, and developing a District-Wide Development Calendar. This could help to piggy-back and streamline development, rather than building silos that are not attached.

Yee: What does “1%” mean per College?

Hough: Roughly $80,000 for our campus. Thus we have limited funds. Our contract allows for sabbaticals; it does not fund them.

Browne: We are revising our by-laws and we will want to assess our Faculty Development with a strong lens. We are not suggesting taking over, we are looking at how we can maximize our output without doubling our work.

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**Discussion: Revision of Senate Constitution**

**Browne**

20 Senate is asked to review constitution for revisions and to send out for ratification by entire Senate.

Browne: We will focus on constitution today and by-laws at next meeting.

Kapp: Article V: How do we deal with co-chairs?

Kapp: Article III, Section 3: Do we need to ratify to include a two year invitation to past A.S. President?

Browne: As we revise the constitution, we would like to have the A.S. President understand the necessity of their presence as a wealth of knowledge for the A.S.

Escobar: The past-President willing to serve is dependent on the commitments of that person.

Browne: We will change the statement to allow invitation to
Feedback from FTEF Allocation presentations | attendees | 5 | Faculty who attended the FTEF Allocation presentations will give their impressions of the event.

Ghanma: The FTEF presentations allowed for 3 FT per presenter. A uniform presentation format for ALL presenters would allow for consistency in the allocation decisions (for example, some presented numbers representing necessity, some presented relative standing, some presented necessity based on need of future projections rather than current needs).

Browne: So two things are brought up. One is that the presentation format, and second the process of deliberation for the FTEF Committee (need from future projections as opposed to college need).

Escobar: A “global” versus “local” perspective did not allow the needs of each presenter’s perspective to be understood fully by observing public.

Steele: Need versus Funding in the past leads to stacking the need of FT faculty for future.

Browne: If faculty allotments are set evenly by Division only, the actual hirings may not serve the College best.

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<th>Discussion of Resolution</th>
<th>Browne</th>
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<tr>
<td>Announcements/ Future Agenda Items</td>
<td>All</td>
<td>1</td>
<td>Information</td>
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<tr>
<td>Adjourn</td>
<td>Browne</td>
<td>1</td>
<td>Action</td>
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Minutes submitted by: Fredricks