



**Minutes 9-13-2010  
2pm District Office, Room 222**

**Governing Council Officers  
2010-2011**

Ray Hernandez <i>President</i>	Christine Roumbanis <i>District Curriculum Committee</i>
Patty Dilko <i>Past President</i>	David Clay <i>Cañada College AS Vice President</i>
Martin Partlan <i>Cañada College AS President</i>	Huy Tran <i>College San Mateo AS Vice President</i>
Diana Bennett <i>College San Mateo AS President</i>	Leigh Anne Sippel <i>Skyline College AS Vice President</i>
Fermin Irigoyen <i>Skyline College AS President</i>	

**1. Call To Order**

**2. Roll Call**

David Clay, Diana Bennett, Ray Hernandez, Fermin Irigoyen, Martin Partlan

**3. Adoption of the Agenda**

Moved and seconded. Approved

**4. Approval of Minutes: 5-10-2010**

Moved and seconded. Approved without changes.

**5. Review of District Academic Senate Purpose and Bylaws**

**5.1 Elect Vice President**

Diana Bennett nominated and seconded by Martin Partlan. All approved.

**5.2 Appoint Minute Taker**

The council agreed to take turns sharing minute taking for each meeting:

September: Ray Hernandez, October: Martin Partlan, November: Diana Bennett, February: Christine Roumbanis, March: Huy Tran, April: David Clay, May: Leigh Anne Sippel.

**6. Public Comment (3 minutes per speaker)**

None

**7. Continuing Business**

**7.1 District Rules and Regs Revision Chapter 6**

President Hernandez reviewed the work that had been completed thus far on Chapter 6 rules and regs. All have been approved by the body except for the following outstanding:

6.32 Intellectual Property Rights – On the District Site it says that it was reviewed 9/08, but the District Senate did not approve the posted language, it appears to be the pre-existing language.

6.60 The Senate referred the language to the CSM Nursing Faculty for final review.

Professor Bennett will follow up on the status of this rule/reg and report at next meeting.

**7.2 Min Quads Committee & Hiring Policies**

Professor Bennett reviewed history of the policy revision. Language in the policy that related to emergency hiring did not meet Title 5 language. An FSA policy needed to be developed as well. Last academic year, the three colleges reviewed and provided feedback which was incorporated into the document. Over the summer Past President Dilko merged both policies into one document. The document has been sent to three college senates, VPs of the three colleges, and AFT for review and feedback.

### 7.3 Plus/minus Grading Pilot Update

President Hernandez shared the most recent results of the pilot with the Council:

- Plus / minus grades were given in 1,654 sections, or 42% of the total sections in Fall 2009 & Spring 2010.
- The ratio of sections giving plus / minus grades was extremely consistent at the three colleges – 43% at Skyline, 42% at Cañada, and 40% at CSM
- Overall, 57% of instructors used plus / minus in at least one section (Skyline – 60%, Cañada – 55%, CSM – 56%)
- Overall, 57,951 of the 144,142 grades (40%) were given in a section where at least one plus or minus was given.
- In sections where plus / minus grades were given, the overall GPA using letter-only would have been 2.74, and using plus-minus, it was 2.72. Note that these are not student GPAs – but are based on the sum total of the grade points given for each course enrollment.

Data collection began in Fall 2009 and will continue through Spring 2011 in order to collect a statistically significant sample to assess effects on student level GPAs.

Rob Johnstone will be invited to a future DAS meeting to engage with the Council about how data will be presented in the final report.

## 8. New Business

### 8.1 Distance Education Definitions

The Council discussed submitted terms for DAS approval developed by the Distance Education:

Descriptor	Definition
Online	A course where the instructor and student are separated by distance for the entire course and can interact exclusively through the assistance of communication technology. The course is conducted through a class website, which may include multimedia material and links to other online resources. Students interact with the instructor and other students through posted class discussions, direct individual communication and assignments (which may include group work). Testing may be done online via proctoring arrangements or other means. Instructors require no mandatory on-campus meetings. If an instructor wishes to incorporate on-campus meetings into the course, the instructor must also provide for alternative distance education means of student participation.
Hybrid	For state reporting purposes, courses that substitute 51% or more of face-to-face instructional hours with online work, and have some regularly scheduled on-campus meetings without alternative distance education means of student participation.
Web Assisted	Face-to-face courses at the colleges that utilize a variety of technology services, including the internet resources, but are not Online or Hybrid in nature.
Telecourses	Courses which provide explanatory and illustrative subject material through a series of programs broadcast by TV or through DVDs or videotapes. On-campus meetings are held for introduction, review and testing. <del>Telecourses are offered by CSM, through Cañada and most recently, one is offered through Skyline.</del>

Recommendation to remove final sentence in Telecourses. Word "Telecourses" should be singular. Motion and second to approve pending review and approval by the District Curriculum Committee. Motion carries.

Professor Roumbanis will present at the next District Curriculum Committee meeting scheduled for Thursday, October 16<sup>th</sup>.

## **8.2 Time, Place, Manner**

Tabled for future meeting

## **8.3 Board Policy 2.80: Recognition**

Vice Chancellor Luan presented draft board policy. New additions to policy are: Honorary Degree and Presidential Medallion. DAS has been asked to review and approve policy portion for honorary degree as it is purvey of Academic Senate. President Irigoyen raised the question under what circumstances would the awarding of an honorary associates degree be applicable and what would be the value of awarding such a degree. VC Luan stated that other colleges have similar policies and have awarded the honorary degree to individuals who have made great contributions to the colleges, a field of study, or to society in general. In addition, Professor Tran stated that an associate degree is a great accomplishment. President Hernandez stated that faculty should be proud to bestow the highest degree the colleges offer in honorary recognition.

President Hernandez will forward to the AS Presidents sample policies from other colleges and Title 5 regulation as reference.

## **8.4 DASGC / AFT EC Joint Committee**

Trust Committee Statement

DASG and AFT met last May and agreed to work collaboratively on creating a statement for the need of a Trust Committee to revise the current faculty evaluation process. A subcommittee consisting of two DAS members (Diana Bennett and Ray Hernandez) and two AFT member (Nina Floro and Monica Malamud) worked over the summer to draft this statement. The draft includes: background information, historical perspective, work involved, request for release time, and impact. The draft will be shared with the college senates and AFT for review and feedback. The DASGC / AFT Joint Committee will be meeting on Monday, October 11<sup>th</sup> to continue collaboration on this statement.

## **8.5 DAS / Vice Presidents Leadership Meeting**

DASGC, the Vice Presidents from the three colleges, and Vice Chancellor Luan have agreed to meet at least once a month to discuss issues of common concern and collaborate across the colleges and the district in the best interest and service to our students. President Hernandez will poll DASG to identify possible meeting times and will coordinate with VC Luan.

## **8.6 Faculty Obligation Number**

Currently there is a state imposed freeze on the faculty obligation number (FON) which stands at 338.80 (61.62%) FTE. The FON will be unfrozen in Fall 2011 at which time the district will be below that number by 74.62 FTE and will need to meet that liability or pay significant penalties. It appears that the colleges will be hiring full time faculty at all three sites this year which will help offset the deficit. Kathy Blackwood will be invited to the next DSGC meeting to engage in conversation regarding the FON.

## **8.7 Measure G Parcel Tax**

The Board of Trustees has released some of the monies for the three colleges to backfill classes for the Fall 2010 semester. It is reported that the three colleges are in the process of developing plans for the Measure G Parcel Tax funds. The Board is slated to make its decisions once the first installments are received in December. President Partlan relayed that Cañada has set up plan which has been shared with the constituencies.

**9. District Curriculum Committee Report**

No report. The first meeting of the year will be Thursday, September 16<sup>th</sup>.

**10. Matters of Council Interest**

President Partlan would like to conduct a study session of the recently approved district budget at the next DASG meeting.

Kathy Blackwood will be asked to the next DASG meeting to provide a budget update and engage in a discussion addressing the Faculty Obligation Number.

**11. Adjourn**