

## District Shared Governance Council (DSGC)

March 3, 2008

### Minutes

**Members Present:** Co-Chairs Jing Luan and Patty Dilko, Connie Beringer, Carla Campillo, David Feune, Sebastian Grillo, Teeka James, Charles Jones, Adolfo Leiva, Jane McAteer, Martin Partlan, Stephanie Samuelson, Richael Young

**Members Absent:** Jeremy Ball, Noel Chavez, Georgia Clark, Jeanne Gross, Ulysses Guadamuz

**Guest Present:** Harry Joel, Mike Claire, Tom Mohr

The meeting was called to order at 2:18 p.m.

#### Approval of Minutes

It was moved by Jane McAteer and seconded by Stephanie Samuelson to approve the minutes of the December 3, 2007 meeting. The motion carried, with Connie Beringer and Richael Young abstaining, and all other members voting "Aye."

It was moved by Martin Partlan and seconded by Teeka James to approve the minutes of the February 4, 2008 meeting. Under the "Code of Ethics Update" section of the minutes, the second sentence will be amended to read, "CSM faculty have accepted their existing ethics statements, as did Cañada earlier; *Skyline is considering doing the same.*" The motion to approve the minutes as amended carried, with Jing Luan, Patty Dilko, Connie Beringer and Richael Young abstaining, and all other members voting "Aye."

#### Public Comments

None

It was agreed by consensus to place "Accreditation Update" as the first item on the agenda.

#### Accreditation Update

Cañada College President Tom Mohr said faculty and staff are very cooperative and supportive, and are determined to accomplish the work necessary to get off the warning status as quickly as possible. President Mohr had a conversation with Barbara Beno of the Western Association of Schools and Colleges (WASC). She said that when the College feels it is ready, and given four to six weeks notice, she will send a team to see if the warning status can be removed.

President Mohr addressed specific recommendations from the Commission:

1. Incorporate strategic planning methods to develop an educational master plan.  
President Mohr noted that Cañada does not have a planning department and that no planning was done for five years prior to his tenure. Although planning was in process for the last two years, there was not time to complete the work before the accreditation team visit. President Mohr said he, the Planning and Budget Committee, and the College Council agree on the need to hire a consultant to complete the educational master plan. Maas Companies, Inc. is experienced in this field and will be coming to talk with the Planning and Budget Committee, which has agreed to act as the steering committee to guide the planning process.
2. Timely completion, documentation and assessment of Student Learning Outcomes (SLOs).  
SLOs have been written for many courses, but it was not considered sufficient. All new courses must have SLOs and they cannot be developed at the department level. President Mohr said administrative support was not adequate; one person who is released for a few hours cannot carry out this complex task. A cross section from the campus has been brought together and will set aside two full days during which, with expert help, they will discourse and write SLOs. Participation will be voluntary for faculty.

3. Staffing plan for all student support services.

President Mohr said the counseling and library ratios are much too low. This problem is easier to rectify than the others, but it is not clear where the funds can be found without going into deficit spending.

CSM President Mike Claire said it is very clear that the Accreditation Commission is moving toward planning and SLOs. He noted that although CSM was placed on warning, there were also commendations from the Commission regarding the high level of collegiality, innovative practices and student involvement in governance.

Immediate actions that have been taken include formation of an Accreditation Oversight Committee which will remain in place during the entire accreditation cycle, and formation of a Research, Planning and Development Group which will tie research to planning efforts. CSM will also use Maas Companies, Inc. to complete the educational master plan.

President Claire discussed specific Commission recommendations and distributed a report listing the recommendations, along with expectations and progress to date on each recommendation. A copy of his report is attached to the minutes.

Connie Beringer reported that Skyline was not placed on warning, but received five recommendations which are addressed in the “Accreditation Self-Study 2007 Planning Agenda” which was distributed to Council members and is attached to the minutes. The recommendations concern online courses, SLOs, code of professional ethics, integration of technical planning with institutional planning, and the function map.

Teeka James said she thought that the three Colleges were at approximately the same point with SLOs. Patty Dilko said Cañada is not at the same place and the other two Colleges are at different manifestations of the process. Ms. James said some faculty and departments are opposed to SLOs on principle. Ms. Dilko responded that there is no choice; people must get on board, work with colleagues and use models from other colleges. Ms. Dilko added that she is concerned that she has not seen a response form the State Chancellor’s Office in support of colleges that do not deserve to be on warning. She is also concerned about the State Academic Senate’s complicity in the strictness regarding SLO accountability.

Richael Young suggested it might be useful to write to the State Chancellor’s Office, the State Academic Senate and the Statewide Student Senate to draw attention to the situation.

Vice Chancellor Harry Joel said the District received recommendations which address selection procedures for College Presidents; a policy for evaluation of the Presidents; inclusion of SLOs as part of faculty evaluation; and a policy on ethical behavior. Regarding the SLOs as part of faculty evaluation, Vice Chancellor Joel said a Trust Committee will be revitalized and will discuss the issue with AFT.

#### Code of Ethics Update

Richael Young distributed a draft Student Code of Ethics and reported that it has been accepted by CSM and Skyline, and she is hoping that it will be accepted by Cañada this week. Teeka James asked if there will be a review board to deal with the Academic Honesty section. Ms. Young said there will not, as the code is not viewed as binding and responses to violations are to be determined at the division or department level. Jane McAteer noted that social network spaces conduct is not addressed in the code of conduct printed in the catalog and online.

Richael Young asked that in the Board of Trustees and Administration Policy, the first sentence of number (1) be changed to read, “The Board of Trustees and Administration shall act in the best interests of *the community*. . .”

There was no representative present to provide an update on the classified code of ethics statement.

Patty Dilko reported that CSM and Cañada faculty agreed to move forward with the statements they already have, with some modifications. Skyline faculty did not approve using an existing statement, and must come to a process to develop a statement.

Vice Chancellor Luan asked what the statement will be called. Patty Dilko said faculty would not accept “policy on behavior” and would prefer “code of ethics” or “statement on ethics.” It was noted that the Accreditation Commission used “Code of Professional Ethics.” After some discussion, it was agreed that the issue would be taken back to the constituencies for further discussion. Vice Chancellor Luan suggested that the student code be shared with the constituencies as information. He asked that the faculty and classified statements be brought to the April meeting for first reading, along with the student statement for a second reading, and that the entire statement be approved in May to be sent to the Board to Trustees.

#### District Strategic Planning Update

Vice Chancellor Luan said planning assumptions are currently being drafted. The Strategic Planning Taskforce agreed to fast track the review of planning assumptions and has reviewed the initial version. The draft is distributed only to Strategic Planning Taskforce members for them to take to other groups. Vice Chancellor Luan agreed to send out the names of the Taskforce members. The next step will be to develop strategic directions.

#### Proposed District Policies, Rules and Regulations Review

Vice Chancellor Luan said work is being done to address recommendations of the Accreditation Commission regarding Rules and Regulations. He also said that Chapters 6 and 7 revisions are ready for review by the Vice Presidents and will go next to the Chancellor’s Council and then to the District Shared Governance Council. The rest of the chapters will also undergo revision.

#### Budget Updates

Vice Chancellor Luan said Kathy Blackwood is not present to provide a general update. He distributed a draft Board Report titled “Approval of Increase in Student Health Services Fee” which recommends a \$1.00 increase in the fee, and said this is a procedural matter which will go to the Board for approval. Richael Young expressed concern that students are getting many increases. She questioned why it was being put through so quickly and why students were not informed about the recommended increase. There was some discussion about which items are information only and which may be acted on by the Council.

#### Closing Remarks

None

#### Agenda Building

It was agreed that the voting process, A through E (consensus) will be discussed at the next meeting.

#### Adjournment

The meeting was adjourned by consensus at 4:21 p.m.

The next meeting will be on April 7, 2008.