

**District Shared Governance Council (DSGC)**  
**December 3, 2007**  
**Minutes**

**Members Present:** Co-Chairs Patty Dilko and Jing Luan, Jeremy Ball, Carla Campillo, Sebastian Grillo, Jeanne Gross, Ulysses Guadamuz, Teeka James, Charles Jones, Adolfo Leiva, Jane McAteer, Martin Partlan, Stephanie Samuelson

**Guest Present:** Kathy Blackwood

The meeting was called to order at 2:20 p.m.

Approval of Minutes

Approval of the minutes of November 5, 2007 was postponed because a quorum was not present. When more members arrived and a quorum was reached, it was moved by Martin Partlan and seconded by Teeka James to approve the minutes. The motion passed, with three members abstaining due to absence at the meeting, and the remainder of the members voting "Aye."

Jeanne Gross asked that the minutes of the October 1, 2007 meeting be revised so that the first sentence of paragraph 2 on page 3 reads: "The Cañada administration team has reviewed ACCCA codes and found information considered worthwhile." The minutes will be amended to reflect this change.

Public Comments

None

Code of Ethics Update

Ulysses Guadamuz said development of the code for classified staff is a work in progress at the campuses.

Patty Dilko said faculty is also discussing their code of ethics at various meetings. Faculty at Cañada have endorsed the prior ethics statement, with possible update of language, and CSM and Skyline are considering doing the same. The Skyline Council has concern about the different groups having different codes. There is also a question about whether the student code will be different than the statement in the student handbook.

Adolfo Leiva said there was discussion by Skyline classified staff regarding whether each group should draft their own statement, and whether this would limit the colleges from having their own statements, e.g., will there be three classified codes (one from each college), three faculty codes, etc. After a brief discussion, Ms. Dilko clarified that there will be a District policy consisting of a single code from each of the four constituencies – Board/administration, faculty, classified and students. Clauses may be added at the campus level as long as they do not contradict the District policy.

**Information**

Prerequisites and Granting AP Credits/Degree Audit

Vice Chancellor Luan said the colleges are working on the issue of granting of AP credits to the fairly small number of students who come to the colleges with passing scores. Using the "Proposed Advanced Placement Matrix," faculty will decide course by course whether AP credits will be granted. The District has been out of compliance with Title 5 because in a Degree Audit recommendation, it agreed to grant AP credits but did not act on it. He stated that the District Academic Senate approved the recommendation. Jeremy Ball and Patty Dilko stated that the Academic Senate's position is that there was not agreement that all recommendations would be followed. Ms. Dilko said that currently each college decides whether to grant credits but this must be changed to comply with the transferability requirements outlined in District Rules and Regulations, Section 6.26, Transfer of Credit and Graduation and/or Certificate Program Requirements for Students Who Transfer among the District's Colleges or Other Colleges or Universities Outside the District. She said that the matrix should be reviewed and approved by faculty.

There was discussion regarding what the granting of AP credit means for students. Jeremy Ball said that if the credit is granted, it has a functional connection to other courses in that it may fulfill prerequisites for future courses. The student's transcript does not show that the course has been taken, but it is noted in the computer that the credits have been granted. The credits are not counted to satisfy the number of units needed to graduate. Professor Ball added that it is important to provide counseling to students on this issue because some colleges to which students transfer will accept the credits only if the student received a score of 5 on the AP exam.

Ulysses Guadamuz suggested that the degree audit recommendations be brought back to the Academic Senate since there is disagreement between the Senate and administration about whether the recommendations were approved. Patty Dilko agreed that this might be a good idea.

Teeka James asked how it is handled if the colleges want to have different prerequisites. Vice Chancellor Luan said that if the colleges cannot agree on the prerequisites for a particular course, the course must be given different names at each college in order to clarify for students what satisfies the requirements. He added that the Board of Trustees has been very clear on this policy. Ms. James asked how it is addressed if the colleges do not agree on the granting of AP credits for a course. Vice Chancellor Luan said that because of the reciprocity requirement, there must be agreement and it will be decided through dialogue.

Jeanne Gross asked how international baccalaureate scores are figured in. Vice Chancellor Luan replied that this is not clear and that the Degree Audit Technical Subcommittee is working on the issue.

#### District Strategic Planning Update

Vice Chancellor Luan said the Strategic Planning Taskforce met for one hour earlier today with one-third of the members in attendance. There was discussion about the terminology of the strategic master plan and the status of the District strategic plan. The District has gathered a large amount of environmental scanning data and, using this data, Vice Chancellor Luan has developed planning assumptions. Development of the strategic plan is discussed within the Strategic Planning Taskforce, the District Research Council and the District Shared Governance Council. Patty Dilko said there is a tremendous amount of data on Vice Chancellor Luan's website. She said that the District Strategic Plan will be presented for approval by the end of spring 2008.

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

Since revisions to Chapter 7 have not been received, the proposed revisions to Chapters 6 and 7 will not come to the District Shared Governance Council until next year. The revisions will be presented first to the Vice Presidents, then to the District Shared Governance Council and then to the Chancellor's Council.

#### Draft SMCCCD Distance Education Guidelines (DEAC)

Vice Chancellor Luan said that some items in the guidelines have been removed to be worked out in negotiations. Patty Dilko said that AFT will propose formation of a Trust Committee to look at items for the distance education program and to get input from various parties. Ulysses Guadamuz asked if the guidelines will be brought to the Strategic Planning Committee when completed. Ms. Dilko responded that it would be more appropriate to present the Distance Education Action Plan. Vice Chancellor Luan said that the District is behind others in distance education; for instance, the much smaller Cabrillo district has 8,000 students enrolled compared with SMCCCD's 4,500. A discussion ensued regarding if and how districts can be compared given differences in populations and accessibility. Vice Chancellor Luan concluded the discussion on distance education by stating that a "three-legged stool" is needed: the Distance Education Vision Planning document, the Distance Education Guidelines document, and the Distance Education Action Plan. Ms. Dilko added that this approach provides a structure for faculty and disciplines to discuss whether to offer distance education and, if so, what to offer.

#### Non-Resident Student Fee for 2008-09

Chief Financial Officer Kathy Blackwood said the California Education Code requires that fees be set for the upcoming year (beginning July 1, 2008) by February 1, 2008. The District may use one of the three following pieces of information to determine fees:

1. the statewide actual cost for 2006-07, as contained in a letter which will be sent by the State
2. the District's actual cost for 2006-07
3. the rate used by contiguous districts

In the past, the District has used the third option, which requires much consultation with other districts. The letter from the State has not been received as yet but it is anticipated that it will show an increase of 4 - 4.5%, or approximately \$193 per unit plus a capital outlay fee of about \$9.00. The capital outlay fee is charged only to international students and reflects the actual capital outlay for 2006-07. The final figures will not be known until the 2008-09 fees are presented to the Board of Trustees for approval in January. The report today is provided to let the Council know that this item is scheduled; a similar report will be given regarding the student health fee.

Carla Campillo said that the District charges higher fees for international students than other Bay Area community colleges, possibly causing loss of potential student enrollments. CFO Blackwood said that the fees charged are only what it cost the District two years ago, and the State does not provide any revenue for this program. She said that tuition is only one piece; for instance, tuition at Foothill-DeAnza is a little lower, but their capital outlay fee is higher. They are also on a quarter system, so students pay tuition three times per year. CFO Blackwood added, however, that marketing is the single most important piece that the District is not doing well. It is a difficult dilemma because money is needed from student fees in order to pay for marketing that will attract more students and, with fewer international students enrolled, there is less money available. Ms. Campillo commented that the District developed a very good marketing brochure this year.

#### Closing Remarks

None

#### Agenda Building

Vice Chancellor Luan said that CFO Blackwood will come to the meeting in February to provide a budget update.

Patty Dilko said that there will be an accreditation update when the reports are received from the accreditation teams.

The next meeting will be on February 4, 2008.

#### Adjournment

The meeting was adjourned by consensus at 3:30 p.m.