Amendations and revisions by David Laderman, with Theresa Martin, in red

MEMBERS PRESENT
President David Laderman
Vice President Theresa Martin
Treasurer Rosemary Nurre
Secretary Lee Miller
Immediate Past President James Carranza
Business/Technology Steve Gonzales
Creative Arts/Social Science Jim Robertson
Creative Arts/Social Science Michele Titus
Language Arts Merle Cutler
Language Arts Amy Sobel
Library Stephanie Alexander
Math/Science Carlene Tonini-Boutacoff
Student Services Martin Bednarek
Student Services Kathleen Sammut

MEMBERS ABSENT
Math/Science Santiago Perez
Physical Education/Athletics Joe Mangan

NON-VOTING REPRESENTATIVES PRESENT
COI Chair Teresa Morris
ASCSM President Hayley Sharpe
SoTL Co-Coordinator Jeramy Wallace

NON-VOTING REPRESENTATIVES ABSENT
SLO Coordinator David Locke

OTHERS ATTENDING
Katie Bliss, English
Teeka James, English
Harry Joel, Vice Chancellor, Human Resources
Dan Kaplan, AFT
Jennifer Taylor-Mendoza, Director of the Learning Center

I. ORDER OF BUSINESS

Agenda:
David Laderman proposed the following amendments to the agenda:

- New Item (a) in Presidents Report: faculty scheduling survey
• Emergency Action Item: approval of membership of hiring committee

Amendments to agenda approved without dissent.

Secretary Lee Miller read from Article VI of the By-Laws:

The President must place an item on the agenda of the Council meeting (a) at the request of any Council member or (b) on receipt of a signed, written request to the President by at least 10 members of the Senate.

Lee Miller noted that the Agenda omitted the Discussion Items he previously requested by Council members:

• Administrative interference with faculty purview over curriculum development (Lee Miller)
• Honors Project (Merle Cutler)

Merle Cutler commented that her request to discuss the Honors Project had yet to appear on an agenda.

President David Laderman noted his obligations under Article VI and indicated that these two items, and all other items requested by Council members, will henceforth be placed on the agenda of meeting immediately following the request that the bylaws do not specify that a discussion item request be put on the next meeting agenda. He also noted that it is the responsibility and prerogative of the President to create the agenda, based on a variety of factors, not only GC member requests, but also time-sensitive items, the order in which items are requested, and the relevance of items to GC concerns. There was discussion of timekeeping, to limit the duration of discussions. Laderman agreed to the suggestion that all requested discussion items be put on the agenda, and that each meeting covers as many items as time permits.

Theresa Martin moved to end discussion of the Agenda. By a vote of 8/2, discussion ended.

Agenda approved as amended without dissent.

Minutes:
Laura Demsetz requested that the 11/26 minutes be corrected to note her attendance at the meeting.

There was a discussion of what sorts of comments should and should not be included in the minutes. ASGC Secretary Lee Miller read from Roberts Rules of Order: “... the minutes should contain mainly a record of what was done at the meeting, not what was said by the members” (p. 468).
CASS division rep Jim Robertson presented the following statement, which was read aloud:

The following comments refer to the minutes at hand. First, the presiding officer should ensure that the two minute limit per person on public comments be enforced, unless the body should vote otherwise. Second, the public comment section should not be used by a member or officer of this body for a proposal that properly belongs under the section “Future Agenda Items.” Third, when making a proposal under “Future Agenda Items,” the proposal should be stated succinctly and any substantive discussion be reserved for the time when the chair has placed that “future item” on the agenda as a discussion/action item. The proposal should be presented in a generalized form that has broad applicability and should not be presented as even giving the appearance of a personal polemic. I believe these four points preserve the good order and dignity of this body. Thank you for your attention to these considerations. I request this statement be placed in the minutes of this meeting.

James Robertson  
10 December 2013

Theresa Martin made the following Motion: Secretary will rewrite the 11/26/2013 minutes to conform with Roberts Rules more consistently.

The Motion passed: 12 in favor, 1 opposed, 1 abstention.

The Minutes were tabled until re-written, per the Motion above.

Public Comment: Theresa Martin indicated that there will be a meeting of Math/Science Committee on 12/12 at 3 pm to discuss their MOOC proposal.

Michelle Titus indicated February is Black History Month.

II. INFORMATION ITEMS

1. ASCSM Update: Hayley Sharpe, ASCSM President announced upcoming events, including Relaxation Week and events for the children enrolled in the Child Development Center. Additional events will be scheduled for spring semester.

2. President’s Report: David Laderman

(a) Faculty Scheduling Survey President summarized the comments received from CASS division reps, in response to the faculty scheduling survey. Through an email error, the
responses from the CASS division reps were delayed. The CASS survey responses indicated satisfaction with the process for scheduling classes in the CASS division.

(b) **Institutional Planning and Budget (IPBC) update**
At its meeting tomorrow, topics of discussion will include classified staff hiring, Umoja, climate on campus, template for new initiatives, and creating a separate sub-committee to take over the budgetary functions of IPBC (as had been the case prior to the 2013-14 academic year).

(c) **College Council update**
The committee is investigating training College Council members on how to facilitate participatory governance.

(d) **District Academic Senate (DAS) update**
Future topics to be discussed include minimum qualifications, adding a new grade of “failure through withdrawal” for a student who stopped attending a class but didn't withdraw, more faculty participation in selection for STOT training, the academic calendar and the scheduling of spring break.

(e) **Fall 2014 Faculty Hiring Committees**
President will make nominations over break, subject to ratification by ASGC at the first spring semester meeting.

(f) **Honors Project Showcase**
Scheduled for 12/17 at 4:00 pm Bayview Dining Room.

(g) **Transfer Tribute**
To be planned for spring semester.

(h) **Au revoir: Amy Sobel; Bienvenue: Kathleen Steele**
Kathleen will be replacing Amy as Language Arts Division representative.

### 3. Standing Committee Reports

(a) **Basic Skills Initiative:** James Carranza, Co-Chair
Katie Bliss discussed Project Change, a new initiative for (nonviolent offender) students in transition from Hillcrest Juvenile Hall to CSM. Seeking faculty mentors for these students.

(b) **College Assessment:** David Locke, Chair
No report.

(c) **Committee on Instruction:** Teresa Morris, Chair
Added an additional COI meeting in January.

(d) **Library Advisory Committee:** Stephanie Alexander
No report.

(e) Learning Support Centers Coordination Committee (LSCCC):
Jennifer Taylor-Mendoza and Kristi Ridgway, Co-Chairs

The Committee is continuing to evaluate how to make centers more effective at fostering student success.

III: ACTION ITEMS:

1. Faculty Hiring Committee membership
No nominations were made for English, Librarian, and Counseling.

James Carranza made the following motion: ASGC ratifies all of the following nominations, and requests that a third faculty member from the Language Arts Division, or a Spanish faculty member from a sister college, be added to the Spanish faculty hiring committee:

NOMINATIONS

Biology (Human Anatomy)
Tania Beliz (Biology)
Kathy Diamond (Biology)
Matt Leddy (Biology)
Huy Tran (Biology) (Chair)
Charlene Frontiera (Dean Math Science)

Psychology-AOD
Kevin Henson (Dean)
Jim Clifford (Psychology) (Chair)
Jeremy Ball (Philosophy)
Minu Mathur (Sociology)
Angela Stocker (Part Time AOD; Retired FT)

Math (2)
Bob Hasson (Math) (Chair)
Cheryl Gregory (Math)
Harry Nishanian (Math)
Alyssa Wong (Math)
Darryl Stanford (Astronomy)
Charlene Frontiera (Math Science Dean)

Dance/Kinesiology/CTE
Andreas Wolf (Dean, Kinesiology)
Larry Owens (Kinesiology)
Mike Schmidt (Kinesiology)
Joe Mangan (Kinesiology) (Chair)
Brooke McKinney (classified)

Spanish
Interim Lang. Arts Dean
Richard Castillo (Spanish) (Chair)
Jing Wu (Chinese)

ESL
Interim Lang. Arts Dean
Kristi Ridgway (ESL)
Brandon Smith (ESL)
Nancy Paolini (ESL) (Chair)

Motion was approved without dissent.

IV. DISCUSSION ITEMS

1. Flex Day Planning: January Sessions
Jeramy Wallace and Theresa Martin presented a proposed schedule for the January 9 & 10 Flex Days.

Merle Cutler and Amy Sobel requested a Discussion Item about activities for more cross-campus collaboration activities for Opening Day flex days.

2. Faculty and Textbook Prices (Hayley Sharpe)
Hayley discussed ways to reduce the textbook costs for students: used books (faculty need to send in book orders early), book rental, placing copies of books on reserve in the library, and ebooks.

3. Academic Senate dues & Scholarship fund
Discussed how dues are collected and how they are spent. Rosemary Nurre and Theresa Martin requested a Discussion item on the distribution of Academic Senate dues enrollment forms to faculty attending the Fall semester Opening Day program. Discussed improving the rate and the process of collecting dues, to be able to create a scholarship or invest in other worthy endeavors. David Laderman suggested creating a “task force” to address this topic more concretely next term, to include Rosemary Nurre, Theresa Martin and Hayley Sharpe.
4. GC officers’ re-assigned time
Not discussed

5. Release time for department chairs
Not discussed.

NEW DISCUSSION ITEMS TO BE PLACED ON THE NEXT MEETING’S AGENDA

• Administrative interference with faculty purview over curriculum development (Lee Miller)
• Honors Project (Merle Cutler)
• Increasing cross-campus collaboration on Opening Day Flex Days (Merle Cutler & Amy Sobel)
• Distribution of Academic Senate dues enrollment forms at Fall Opening Day (Rosemary Nurre and Theresa Martin)

Meeting adjourned at 4:32 pm.