

## **Minutes of the Meeting of the Academic Senate**

**April 2, 2009**

1. The meeting was called to order by Chairperson Brother Charles Hilken at 3:00 p.m. on April 2, 2009. Roll was called and the following Senators were present: Chairperson Brother Charles Hilken, Vice Chairperson Tom Poundstone, Past Chairperson Carla Bossard, David Alvarez, David Bowen, Jerry Brunetti, Gerry Capriulo, Zach Flanagan, Marty Rokeach, Ed Tywoniak, and Parliamentarian Valerie Burke.

Also present were: Vice President for Enrollment Michael Beseda, CFO Ed Biglin, Mike Bonazza, Rebecca Carroll, Erik Coloma, Provost Beth Dobkin, President Brother Ronald Gallagher, Laura Heid, Dana Herrera, Sam Lind, Susan Marston, Dean Frank Murray, Keith Ogawa, Jim Sauerberg, Associate Dean Chris Sindt, Vice Provost Frances Sweeney, Dean Russ Tiberii, Ted Tsukahara, and Dean Steve Woolpert.

### **REPORTS**

2. Chairperson's Report - Brother Charles Hilken announced that a five-hour session for discussion of the core curriculum is scheduled for Saturday, April 4, 2009 from 10 a.m. to 3 p.m. The Senate will also decide on the method of voting on the models at that time. It is anticipated that the Senate will vote on the models at its meeting on April 23, 2009.

Chair Brother Charles announced receiving a proposal from the Provost for the Center for First Generation Students.

3. Vice Chairperson's Report - Tom Poundstone reported that several open faculty forums have been held to discuss the core curriculum models. The nomination ballots have been distributed and will remain open through April 16, 2009.

4. Provost's Updates - Provost Dobkin reported that she submitted the proposal for the Center for First Generation Students to the Senate. Language for the faculty contracts should include language from the Faculty Handbook section 2.11.1 regarding responsibilities, office hours, etc. It is to recognize that in eliminating the language of "rebalance" that faculty has associated duties. (Referring to the Six Course Teaching Load Faculty Handbook language on the agenda under New Business.)

She announced a call for nominations for the position of Director of Faculty Development. Carol Swain will now devote her activities full-time to mission. The nominations will be considered by the dean's council.

5. Academic Administrators Evaluation Committee (AAEC) Review - President Brother Ronald reported on the AAEC review conducted in the fall. Brother Ronald said this is an important time for him to reflect on his accomplishments, expectations, and challenges for the future. When he entered the job one of the goals was to reestablish the relationship with alumni and the community; his efforts have been focused outward with the Board of Trustees. Brother Ronald said he has great confidence in SMC and the faculty and staff. The staff that works directly with the President has undergone significant changes, and there has been significant changes in the membership of the Board of Trustees. It has been a challenge to inform the new Board of Trustees about the scope of the college. An additional goal was

Strategic Planning, which has been developed by the Building on Strengths Strategic Task Force, and is now in the second year of implementation of the BOSS plan. He reported that comments on the evaluation asked about the President's vision for the future. He reported that he is working on making SMC's distinctiveness actually visible.

Brother Ronald said the areas of "Consciousness of Mission" rated among the highest in the evaluation. It has been his intention from the beginning to remind the community of the mission and to reflect on how every decision made reflects the mission. He is surprised at the degree to which people are eager to understand and embrace the mission. He believes there is a far greater consciousness of the mission today than in the past.

He reported that the evaluation revealed areas of concern included the President's role in academic planning, his visibility, and that the President is not a quick responder. He acknowledged that he will need to work to improve in terms of academic planning, budgeting, and accountability issues as well as communication. He acknowledged that will work on his timely manner of responding.

The area of "academic leadership" indicated mixed responses; too focused on external issues than interior academic development. He said he intentionally did not enter into the process of curricular review as it has been underway with the Core Curriculum Task Force for the past three years. He has great respect for the CCTF and the Senate for addressing the evaluation of the core.

In the area of "internal relations" he received the highest remarks for ethical behavior.

The area of "management and budgeting" indicated concerns with integration of budget and academic planning and articulation of budgetary priorities. SMC has been forced to take a hard look at budget priorities over the last six months. He will continue to look at how we are accountable.

A few of the faculty responses for "suggestions for future direction" were: maintaining our academic standards, accountability, and sharpening our focus on our distinctive qualities as an institution. He said it has always been his sense that people should be imitating SMC for our distinctive qualities and not the other way around. The student experience and quality of teaching sets us apart. What we are accomplishing over the past four years in academic areas is significant and positive.

The President reported that there will be an important role for faculty with regard to fundraising in the future; to build endowments for teaching, programs, and facilities. The faculty will be the strongest spokespersons for the college.

Brother Ronald will continue to reflect on the feedback from faculty through the evaluation process.

Chair Brother Charles and the Senate thanked Brother Ronald for reporting to the faculty.

6. ASSMC Accomplishments - Students Erik Coloma, Associated Student Body President, and Mike Bonazza, Vice President for Finance Student Body reported on the accomplishments for the year. It has been a very successful year. The ASSMC board simplified the annual reviews of campus clubs as well as the reporting structure, and improved and restructured the budget. The Senate meets regularly, as well as being included in campus-wide discussions of current issues, taking on specific initiatives for each class. The freshman class has taken on the campus garden (to be called the Legacy Garden) and looking at recycling programs on campus setting the foundation to be a greener society. The sophomore class has continued its focus on the residence halls and formed a relationship with the Health and Wellness center to encourage positive interaction with students. The junior class has been addressing

security needs on campus, the Senate mission statement, and enhancing the DVD check out station in the Library. The senior class plans the senior ball and searches for the valedictorian.

The executive team's goals were to reach out to local business for student discounts and to communicate the information to the students, submitted a list of structural priorities, and the third challenge is the addition of a snack shack in the canyon. The ASSMC adopted the campaign, "Power of your Voice." A blog has been created on the student website to hear the voice of the students. An IM chat was initiated to communicate directly with students. The elections will be conducted April 20 and 21, newly elected students will take office on May 1.

A goal for the next year is to continue the three principles of connect, motivate and build by growing the relationships with faculty, staff and administration.

7. Graduate & Professional Studies Educational Policies Committee (GPSEPC) - Senator Brunetti reported that BOSS report section 2.4 focused on greater support for graduate programs including program development, enrollment support, staffing, facilities and a generation of shared programs in admission, financial aid and marketing. A common student handbook for graduate programs is being developed and will come before the Senate. Associate Dean Chris Sindt reported that the Graduate Council has been working closely with the GPSEPC on a set of policies for all graduate students. It includes all academic policies, i.e. grades, suspension, Honor Code, and Student Code of Conduct. It is the responsibility of the GPSEPC to govern the policies. Senator Brunetti said the document will need to be approved this year in order that it be available for WASC.

8. Faculty Welfare Committee - Jim Sauerberg reported on the Faculty Salary Scale. The scale is set for 2009-2010. The scale for next year will be the same as this year, no change. He did state that the Faculty Welfare Committee is not satisfied with this decision, but that faculty seem to be resigned to it. The FWC still believe that faculty are underpaid, without accounting for the cut in retirement benefits and the likely future increase in health care costs. He clarified that there are two separate salary pools, faculty are separated from administration. The staff pool was reduced by \$1.5 million.

9. College Ranking Task Force - Jim Sauerberg reported on the results of the task force formed by the Academic Senate to analyze the status of SMC in the rankings of U.S. News and World Report. Members of the task force are: Jim Sauerberg, Gerry Capriulo, Tomas Gomez, and Berna Polat. A written report was distributed and is on file in the office of the Academic Senate.

The task force has analyzed the 12 principal criteria by which US News assigns its annual college and university rankings and has compared the scores of institutions consistently appearing in the top 15 in the Western Region Comprehensive Masters University category over the last 10 years. If it is the perception that a SMC education is less valuable, then in fact it is less valuable. The negative perception can damage the degree of our students and undermine the support of alumni. It seems appropriate to investigate the information about graduation rates, percentage of full time faculty, average class size, and how we compare to other institutions.

The task force found that SMC is doing well in the area of student/faculty ratio. It is the conclusion of the task force that the value of an undergraduate degree at SMC has declined. SMC is losing ground in academic selectivity, peer assessment and selectivity. The task force recommended several items including: improve its reputation, selectivity, the graduation rate, percentage of full-time faculty, retention rates, amounts of alumni giving and enhance its attractiveness to the best high school students, and maintain the student/faculty ratio.

Vice President Michael Beseda explained that the reputation score is formed by surveys being sent to the President, Chief Academic Officer and Chief Enrollment Officer at schools in our class (approximately 100).

Senator Capriulo said the analysis defines how the ranking is determined. It is valuable information. We can now determine if those are areas of value to us, or if we wish to improve in particular areas. What questions are we interested in? Some questions are worth further investigation.

Provost Dobkin said recommendations 3-8 are extremely important (enhance attractiveness to best high school students, improve retention, graduation rates, percentage of full-time faculty, amounts of alumni giving and maintain student/faculty ratio) and the recommendations are consistent with all that SMC is trying to achieve.

Senator Rokeach said that reputation is not always accurate. The quality of an SMC education is real, not perceived. Brother Brendan said our students are doing well, citing the evidence of successful applications for student Fulbright Scholarships, and it is up to faculty and administration to get the word out.

Provost Dobkin said in order to affect the peer rankings with US News & World Report it must be a deliberate campaign targeted with the top administrator of other institutions. It does not necessarily promote our student success or faculty achievements. It means that Brother Ronald and the Provost invest resources in a PR campaign.

Past Chair Bossard suggested to publicize or advertise things we are doing that are different than other institutions. We have a high rate of first generation college students, which does not compare ourselves on an even basis with other institutions.

Vice President Michael Beseda said we need to define what excellence is, what is distinctive to us, and promote that. Ultimately that will raise the reputation of the College.

## **NEW BUSINESS**

10. Resolution of Commendation Awarded to Gery Short - Chair Brother Charles introduced the following commendation to honor Gery Short:

**Whereas** Gery Short has been a partner in Lasallian education since 1978 when he became a teacher at Saint Mary's College High School in Berkeley;

**Whereas** Gery Short has been involved in creating Lasallian educational programs for the schools in the District of San Francisco at De La Salle Institute since 1985 and Director of the Office of Education for the District in 2001;

**Whereas** in his time as Coordinator of Lasallian School Programs and as Director of the Office of Education, Gery has overseen the development of programs for faculty and student formation, all of which has born fruit here at Saint Mary's College by the formation of faculty for mission and the character formation of undergraduates coming from Lasallian Schools.

**Whereas** Gery Short has assumed international leadership in the Lasallian Educational Mission as chair of the Preparatory Committee, the Steering Committee, and the Final Writing Committee for the 2006 International Assembly: Association for the Lasallian Educational Mission, held at the Generalate of the Brothers of the Christian Schools in Rome; and currently serves as a member of the USA/Toronto

Region's Task Force to develop a new structure to oversee the Lasallian educational mission in the Region;

We the Members of the Academic Senate of Saint Mary's College do hereby commend Gery Short for his zealous practice of the Lasallian vocation which has served to strengthen the quality of the education provided by the Lasallian network of schools in the San Francisco District and the quality of faculty, staff, and administrative participation at Saint Mary's College in the educational vision of Saint John Baptist de la Salle.

In recognition thereof we have affixed our signatures this day, Thursday, April 2, at Saint Mary's College in Moraga, California, in the year of Our Lord, 2009.

President Brother Ronald Gallagher said that Gery Short has risen to international prominence within the Lasallian mission. The commendation is to honor and recognize his local, regional and international educational leadership.

A MOTION was made by Chair Brother Charles and SECONDED by Senator Tywoniak to accept the Commendation. The motion was approved unanimously by voice vote.

11. Proposal to Amend the Faculty Handbook Language regarding Rank and Tenure - Rebecca Carroll submitted the document on behalf of the Rank and Tenure Committee.

**Chair Writing to R&T Committee Outside of Form B.**

2.6.2.2.1 Interim Reviews Conducted by the Department/Program/School, #6

2.6.2.2.3 Promotion and Tenure Reviews, #3

These sections discuss the role of department chairs in the review process. The department chair or the chair-for-R&T-purposes submits Form B. We request that these *HB* sections add the following language:

Any information that a department chair or chair-for-R&T-purposes submits to a candidate's confidential file must be shared with the candidate, and not necessarily the department.

This might also affect *HB* section 1.4.2.4.1, "Duties of Department Chairperson."

Rationale: A few times in recent years, the R&T committee has received in addition to Form B from a chair on behalf of the department, a personal letter from the chair, written as a colleague. Some of these letters have been positive and some negative. This letter must be placed in the candidate's confidential file, which the candidate cannot see and obviously cannot respond to. We ask that the Senate consider whether all letters written by a chair be shared with the candidate.

Rebecca Carroll explained that occasionally the R&T Committee will receive additional letters from those who are serving as chair, separate from the department letter written by the Chair, for rank and tenure purposes. It has been the unofficial policy that additional letters are not accepted. A MOTION was made by Senator Brunetti and SECONDED by Senator Bowen to approve the proposed Handbook language.

Senator Brunetti suggested, and Rebecca Carroll accepted as a friendly amendment, the following:

Any information that a department chair or chair-for-R&T purposes submits to a candidate's confidential file must be shared with the candidate **but ~~and~~** not necessarily the department.

Chair Brother Charles spoke in favor of the proposal.

A MOTION was made by Senator Bowen and SECONDED by Senator Brunetti to amend the language to end the sentence after, "...candidate." The motion was approved 7-2-1.

A motion was made by Senator Capriulo and SECONDED by Senator Rokeach to add, "with the candidate and the department."

There was discussion as to the appropriateness of a chair writing a letter as a faculty member, separate from the view of the department. Vice Provost Sweeney said there are situations where two people can be involved in the department letter. Is the proposed language referring to the person writing the Form B?

A motion was made by Senator Flanagin and SECONDED by Senator Bowen to postpone further discussion to the next Senate meeting. The motion was approved by voice vote.

12. The meeting was adjourned at 5:10 p.m.

Respectfully submitted,

Cathe Michalosky

Faculty Governance Coordinator