

# CSM ACADEMIC SENATE MEETING MINUTES

April 11, 2017  
2:30 – 4:30 PM

## MEMBERS PRESENT

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President	David Laderman
Vice President	Kathleen Sammut
Treasurer	Rosemary Nurre
Secretary (Interim)	Stephanie Roach
ASLT	Theresa Martin (Absent)
ASLT/Library	Matt Montgomery
Business/Tech	Steve Gonzalez (Absent)
Business/Tech	Vincent Li (Absent)
Creative Arts/Social Science	Steven Lehigh
Creative Arts/Social Science	Margaret Kaluzny
Kinesiology/Athletics/Dance	Mikel Schmidt (Absent)
Language Arts	Jon Kitamura
Language Arts	Mick Sherer
Math/Science	Ellen Young
Math/Science	Wendy Whyte (Absent)
Student Services	Jacqueline Gamelin (Absent)
Student Services	Kevin Sinarle

## OTHERS ATTENDING

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Laura Demsetz, Dean, Math/Science  
Stephen McReynolds, President, Associated Students of CSM  
Kristi Ridgway, Language Arts  
Colby Riley, Associated Students of CSM  
Leigh Anne Shaw, President, District Academic Senate  
Jeremiah Sims, Director of Equity, ASLT

## **I. ORDER OF BUSINESS**

David Laderman called the meeting to order at 2:37 pm

### **1. Approval of the Agenda (April 11, 2017) and Draft Minutes (March 28, 2017)**

#### **Agenda**

Item D, from the Information items, regarding appointment of faculty members to a hiring committee will be moved to Action Item A.

As a note, it is required that we approve all faculty and faculty hiring committees, but it is not thought that the requirement holds for institutional committee appointments. An official vote may not be required, but we'll err on the side of caution and place it in the action items section, just in case.

Rosemary Nurre moved to approve the agenda as amended, and Steven Lehigh seconded her motion. All voted in favor, the agenda was approved as amended.

#### **Minutes:**

Laura Demsetz clarified information presented in the March 14, 2017 Academic Senate minutes, as noted below.

The appendix item email statement from Jaqueline Gamelin states that Laura Demsetz taught while serving as Interim Dean. However, this was not the case. Laura Demsetz did not start in her role as Interim Dean until after her Summer 2015 class ended. She has not taught while serving either as Interim Dean or Dean.

There is no need to retroactively amend the March 14, 2017 meeting minutes. Noting this change here is sufficient.

Changes needed for the March 28, 2017 minutes: Steven Lehigh is listed as attending the March 28, 2017 meeting. However, he wasn't present. Additionally, the correct time the meeting was called to order is at 2:34 pm, not 4:34 pm. The minutes will be amended to reflect these changes.

Rosemary Nurre moved to approve the minutes as amended, and Mick Sherer seconded her motion. All voted in favor, and the minutes were approved as amended. Steven Lehigh and Kevin Sinarle abstain.

### **2. Public Comment (2 minutes per)**

The CSM Library will be hosting citation workshops next week on Tuesday, Wednesday, and Thursday. Chicago, APA, and MLA styles will be covered. Additionally, during Week 16, drop in citation help will be offered. Please watch for announcements about the workshops and share with your students.

It is National Library Week, and the Library is sponsoring a Banner Design Contest and a Passport to your Library Adventure contest and raffle.

Earth Day is coming up, and activities in honor of Earth Day are happening across campus. The third annual Earth Day celebration at CSM is Wednesday from 10am-1pm.

There is an Ecoart Graphic Design for Chang poster exhibit. Student posters are on display in Building 10, and international posters are on display in the Library.

Mohsen Janatpour has a new art display, as well.

Thursday, April 20, 2017 is the Writer's Ruckus, featuring CSM students and faculty from 2pm-4pm. Faculty members Emil DeAndreis and Jill Kolongowski will read from their recently published and forthcoming works respectively.

## II. INFORMATION ITEMS

### 1. President's Report

Kevin Sinarle will join Academic Senate as the second representative from Student Services. Welcome to him. Colby Riley is sitting in for Stephen McReynolds, who is arriving late today. Colby Riley is a Student Senator, as well as Chair of the Cultural Awareness Board.

Reminder: There is a call for executive committee members for Senate President, Vice President, Secretary, and Treasurer. Nominees will be announced next meeting.

#### a. District Academic Senate updates

Karen Schwartz, of the Board of Trustees, sat in at the last District Academic Senate meeting. It was nice to have her.

#### **CTE Liaisons**

There was discussion about the CTE Liaison for each campus (CSM's Liaison is Diana Bennett), and the role of each liaison to the campus, district, and state—particularly regarding the Strong Workforce Program. This topic will continue to be discussed at the next meeting.

#### **Faculty Diversity Internship Program**

DAS approved the Faculty Diversity Internship Program (FDIP). CSM's questions about the eligibility of adjunct faculty were brought up and discussed. The FDIP taskforce is open to making future changes such as this. As the program moves out of the pilot phase these types of changes can be made. The preference for the term "contract" to describe faculty, rather than "regular" was expressed. The term "regular" is district bureaucratic jargon, but it doesn't have to be used all the time.

This opened up a discussion of professional development activities available for all adjuncts, too. There are existing opportunities for adjunct faculty, aside from the FDIP. This program is specifically defined in Title V and is designed to target interns in order to help diversify new faculty. Nevertheless, it was agreed that providing opportunities for adjuncts should remain a priority.

There is a concern that ultimately, faculty should be the ones to coordinate the program (rather than administrators or staff). However, it was pointed out that during the pilot phase, the required tasks will be very administrative in nature, and completion of these tasks are better suited to others. Thus, during the pilot, coordination of the program will be by staff and administrators. Once the program is up and running, faculty can be incorporated in order to work on faculty/mentor relationship and pedagogy.

### **Board Policy, Minimum Qualifications, Equivalencies, and FSAs**

A conversation about board policy, minimum qualifications, equivalencies, and FSAs was started. The conversation will include clarifications about the definitions of each. Board policy around equivalency was introduced and discussions will continue on this topic.

Cañada presented a draft of a resolution about their Academic Senate's stance on Community, Corporate, and Continuing Education (CCCE). Their draft features practices to be allowed or disallowed, as well as a definition of the relationship between CCCE and the college that includes no duplication of course content. Some thought their document was not worded strongly enough. Work will continue on this draft collectively, and ultimately it will become a DAS resolution. Tom Bauer and Jonathan Bissell are at the table for these conversations.

It was noted that the CCCE website itself causes some confusion about the relationship between CCCE and the colleges. It is hard for a web visitor to tell what the differences are between CCCE courses and official college course. For example, because the distinction is not clear, students visiting the CCCE site may think they get college credit for courses taken through the CCCE, when in fact, they don't.

Questions were raised about who makes decisions about which courses are offered through CCCE, and what the process is for identifying potential areas of overlap with courses taken at the colleges. Courses in medical assisting were identified as a program area that is particularly fraught, and thus in need of special attention. More conversation is needed to further explore and define the issues at hand.

Of note, an update on credit bearing courses and college transcripts as part of the Pathways program for youth is needed. Last summer, in the end, only one experimental math course for credit was scheduled. However, it didn't fill, so wasn't offered. It is uncertain whether or not there are future plans for offering credit courses through this program.

#### b. ASCCC Plenary Resolutions

ASCCC Plenary Session is coming up, and David Laderman will attend. He will vote Saturday on the resolutions. If you have opinions about how to vote on the resolutions, please touch base with him in advance.

c. Distance Education, Procedure 6.27.1

We do not formally approve procedures, but are invited to give feedback.

Please review the procedure, and if you have questions, suggestions, or comments, please send them to David Laderman or Tania Beliz, who is our Distance Education Committee representative.

**2. ASCSM Update, Colby Riley -- Senator, ASCSM; Chair, Cultural Awareness Board**

The recent Immigration Awareness event was successful despite being required to relocate to Building 17 (originally the event was planned for Building 10). The move did impact traffic, however, around 200 students attended nevertheless. The reason for the venue change was a scheduling conflict with Raza Day events, which had been scheduled for the same location prior to scheduling for the Immigration Awareness event.

Tomorrow, in Building 10, there will be a Title 9 event. Faculty and students are invited to attend.

Finally, ASCSM will be participating in Earth Day events on campus on Wednesday.

**3. Standing Committee Reports**

a. Committee on Instruction, *Teresa Morris, Chair*

No report.

b. Library Advisory Committee, *[Chair position is vacant]*

No report.

We will plan to revive this committee next Fall. A discussion of the purpose and mission of the committee is needed. It seems that experience of those working on the committee has been inconsistent, with some reporting they've worked on meaningful projects during their tenure on the committee and others reporting that they were not. Historically, there has been a problem with the committee becoming a Library messaging/broadcasting tool, rather than as a venue for the Library to partner with faculty and hear the concerns of faculty, students, and other campus partners. There is a lot of potential for partnering on important work related for example, to pedagogy and instructional partnerships. The student perspective was offered, and it was pointed out that students value the opportunity to have input on library services.

As the committee is revitalized, the frequency of meetings should be looked at. Advisory committees may not have a need for meeting once a month. There is a need for members of the Advisory committee to gain a deeper understanding of the services offered and work that is done by Librarians and Library staff. Additionally, this group would be there to support the library when needed.

The Library serves our entire campus, not just one department or division. This means that multidisciplinary collaboration is needed. The feeling is that we need to keep the committee, but to repurpose it so that we really make it matter. Fixing past problems with committee structure as well as representation and leadership will be important steps as part of this process.

d. College Assessment Committee, *Madeleine Murphy, Chair*

No report.

Madeleine Murphy will be on the agenda April 25, 2017 regarding Institutional Learning Outcomes, which will come up again on May 9, 2017 for a vote.

e. Center for Academic Excellence Committee, *Theresa Martin, Chair*

No report.

### III. ACTION ITEMS

a. Selection committee for Director of Health Services

Two faculty members, Makiko Ueda and Susan Schor, were appointed to the Director of Health Services committee.

Steven Lehigh motioned to approve the faculty members on the committee, and Rosemary Nurre seconded his motion. All voted in favor, and the motion was approved.

### III. DISCUSSION ITEMS

a. Draft revisions to the bylaws

**Library representation language**

Of note, the red text has already been approved, when we voted to change over to a representative senate. Text that is underlined and italicized is new text. Strikethroughs are already removed.

Draft 1 includes language specifying that a division in which the Library is a member, should have two representatives, one of which is from the Library faculty.

Draft 2 includes language specifying that a division in which the Library is a member, should have two representatives, as well as an independent representative chosen from the Library faculty.

Both drafts have some confusing language that is left over from the time when the Library was not part of an Academic Division. The sentence "Library faculty shall elect and be represented by one Senate member" is to be removed. This sentence is no longer needed now that the Library is part of a Division.

Next time we meet, Senators will vote on either Draft 1 or Draft 2 as amended.

Additionally, we are moving forward with a vote that establishes Senate representation by two representatives per division. This change to the bylaw language will replace representation being determined by the number of faculty employed within a specific division.

Of note, subcommittees of Academic Senate use this same language in order to define committee membership. This corresponding language will also need to be changed. The vote for the change in Division size, if approved, will flow through and apply to all instances of this language in the bylaws.

### **Adjunct faculty eligibility to serve (if also staff employee)**

Of note, the third option brought up at end of the last meeting will not be put forward for a vote next meeting, for a number of reasons. The education and experience of classified staff who are supervisory are often the most qualified classified staff employees for adjunct faculty positions. The third option is complicated, and seems to combine issues that should be treated separately, which could lead to a chance of the vote being split. Additionally, adjunct faculty serving in dual roles shouldn't be excluded from serving as Senators, just because they are also classified staff supervisors. It is better to vote on the two possibilities, which are presented as a yes or no option. After this vote, if appropriate, the concern about supervisory staff can be addressed separately.

There is a slim possibility for negative consequences and conflicts of interest resulting due to adjunct faculty serving in a dual role as classified staff. One example is regarding the circumstance in which an adjunct faculty member in a dual role, also works as a classified staff supervisor, and as a classified staff member is supervising another classified staff member who is also in a dual role as adjunct faculty. Ultimately, though, there are too many remote possibilities to consider.

While pressure and conflicts of interest are a possibility, it is important to note that there are conflicts of interest even among full time faculty who are not in a dual role. For example, when tenure track faculty serve with those who are on their tenure committee. So, although there are specific circumstances under which conflicts of interest might emerge, it is with no more frequency than the pressure and conflicts of interest that occur as a part of the work of any faculty member.

There is a check and balance in place, at least to a degree. People can abstain from voting, or turn down a service opportunity in order to avoid a conflict of interest.

For now, we need to keep focused on the language we want to vote on at our next meeting.

Would it be appropriate to include the definitions for classes of employees from HR in our bylaws? That way the language would specify that classified staff never supervise faculty. For example, specific language is provided in the evaluation procedures—is this kind of distinction made in the bylaws?

#### **Other suggestions for language**

Bylaw language can become confusing when we try to accommodate every possible scenario with the language. Simplification is good.

- The suggestion for a phrase signaling the relationship of adjunct faculty serving dual roles to any classified staff they may supervise was put forward as follows: Employees that supervise faculty *in their role as faculty* should not be included.
- Employees who supervise faculty are not eligible to serve.
- Administrators, classified staff, and students are not members of faculty.
- Administrators, classified staff, students should be excluded.

#### **Other points**

It was pointed out that there is some responsibility for tenured faculty members to protect adjunct faculty members from retaliation by administrators.

#### **Additional new text for a vote:**

Representation of faculty who are in more than one Division is complex.

Several suggestions were made to clarify the text regarding faculty members belonging to more than one division.

There are additional activities besides instruction and coordination that qualify someone as an “active member” of a Division. We should find a better way to describe this in the language. Using reassigned time as a specific criterion might help to clarify this. It is also possible to insert more general, less prescriptive language such as “active in the division,” which avoids using a list of activities (teaching and coordinating) that might exclude some who have been pulled away or given reassigned time for other reasons.

The language about serving one division at a time on a given senate committee could be clarified, by specifying that faculty members can’t represent two divisions on the same committee.

Information and draft language will be shared in advance so that we can put forward a vote next time.

#### **For context, how these issues emerged at Senate**



The Library issue has emerged because the Library is now part of the ASLT Division, while in the past the Library was not a part of a division, but instead reported directly to the Vice President of Instruction.

The classified staff issue came up, and was brought forward in order to clarify the existing bylaws that are open to interpretation as written. Experiences in subcommittees of the Academic Senate caused members to take a closer look at the issue.

- b. Enrollment caps – tabled. Will return to it next semester.

Meeting adjourned at 4:25pm

Date and time of next meeting: Tuesday, April 25, 2017.

Minutes prepared by Stephanie Roach, with assistance from David Laderman

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## Appendixes

### Distance Education Procedure, 6.27.1

#### CHAPTER 6: Educational Programs Administrative Procedure NO. 6.27.1

##### ADMINISTRATIVE PROCEDURE San Mateo County Community College District

**Subject: BP 6.27.1 Distance Education Regular Effective Contact (Hybrid and Online Courses)**

**Revision Date:** NEW

**Policy References:** to be added

#### **POLICY:**

All Distance Educations (DE) courses at SMCCCD, whether hybrid or fully online will include regular effective contact as described below:

**Initiated interaction:** Instructors will regularly initiate interaction with students to determine that they are accessing and comprehending course material and that they are participating regularly in the activities in the course. Providing students with an open ended question forum, although appropriate, does not constitute the entirety of effective instructor initiated interaction.

**Frequency:** DE Courses are considered the “virtual equivalent” to face to face courses. Therefore, the frequency of the contact will be at least the same as would be established in a regular, face to face course. At the very least, the number of instructor contact hours per week that would be available for face to face students, will also be available, in asynchronous and/or synchronous mode, with students in the DE format. Contact shall be distributed in a manner that will ensure that regular contact is maintained, given the nature of asynchronous instructional methodologies, over the course of a week and should occur as often as is appropriate for the course.

**Establishing expectations and managing unexpected instructor absence:** An instructor and/or department established policy describing the frequency and timeliness of instructor initiated contact and instructor feedback, will be posted in the syllabus and/or other course documents that are made available for students when the course officially opens each semester. If the instructor must be out of contact briefly for an unexpected reason (such as illness or a family emergency that takes the instructor offline), notification to students will be made in the announcements area of the course that includes when the students can expect regular effective contact to resume. If the offline time results in a lengthy absence (i.e. more than three or four days) a substitute instructor should be sought who can assist students while the instructor is unavailable.

## Bylaws draft

### Library representation

#### Present

Instructional divisions with 16 or more members shall elect and be represented by two ~~Council~~ **Senate** members.

Instructional divisions with 15 or fewer members shall elect and be represented by one ~~Council~~ **Senate** member. Library faculty shall elect and be represented by one ~~Council~~ **Senate** member. Student Services faculty shall elect and be represented by two ~~Council~~ **Senate** members. Library faculty shall elect and be represented by one ~~Council~~ **Senate** member.

#### Draft 1 (new text italicized & underlined; see also strikethroughs)

Instructional divisions ~~with 16 or more members~~ shall elect and be represented by two ~~Council~~ **Senate** members. ~~Instructional divisions with 15 or fewer members shall elect and be represented by one Council Senate member.~~ Library faculty shall elect and be represented by one ~~Council~~ **Senate** member. *If Library faculty belong to an academic division, that division should elect one of its senators from Library faculty.*

#### Draft 2 (new text italicized & underlined; see also strikethroughs)

Instructional divisions ~~with 16 or more members~~ shall elect and be represented by two ~~Council~~ **Senate** members. ~~Instructional divisions with 15 or fewer members shall elect and be represented by one Council Senate member.~~ Library faculty shall elect and be represented by one ~~Council~~ **Senate** member. *If Library faculty belong to an academic division, that division should elect its two senators, in addition to Library faculty electing a Library senator.*

### Adjunct faculty eligibility to serve (if also staff employee)

#### Present

Consistent with Title 5 of the California Administrative Code, Section 53200, and in accordance with Section 53202.d, all full-time and part-time faculty in the College are **faculty** members of the ~~Senate~~ with all rights and responsibilities thereunto. **The Academic Senate shall include the following faculty members: officers elected by the faculty; standing committee chairs elected or appointed by the faculty or academic senate; senators and senate committee members elected or appointed by the faculty of the academic divisions.** Administrators, classified staff, and students are not members of the Senate.

#### Draft 1 (new text italicized & underlined)

Consistent with Title 5 of the California Administrative Code, Section 53200, and in accordance with Section 53202.d, all full-time and part-time faculty in the College are **faculty** members of the ~~Senate~~ with all rights and responsibilities thereunto. **The Academic Senate shall include the following faculty members: officers elected by the faculty; standing committee chairs elected or appointed by the faculty *committee members or the academic senate; senators and senate committee members elected or appointed by the faculty of the academic divisions.*** Administrators, classified staff, and students are not members of the ~~faculty Senate~~. *Administrators who are also adjunct faculty are not permitted to serve as division representatives on senate committees. Classified staff who are also adjunct faculty are permitted to serve as division representatives on senate committees, provided they are adjunct faculty for the division at the time of service.*

#### Draft 2 (new text italicized & underlined)

Consistent with Title 5 of the California Administrative Code, Section 53200, and in accordance with Section 53202.d, all full-time and part-time faculty in the College are **faculty** members of the ~~Senate~~ with all rights and responsibilities thereunto. **The Academic Senate shall include the following faculty members: officers elected by the faculty;**

standing committee chairs elected or appointed by the faculty committee members or the academic senate; senators and senate committee members elected or appointed by the faculty of the academic divisions. Administrators, classified staff, and students are not members of the faculty Senate, and are not permitted to serve on senate committees, even if employed as adjunct faculty.

***New Text: multiple divisions***

*Faculty members belonging to more than one division may be elected to serve on senate committees by either division, but may only serve one division at a time, on any given senate committee, and must be actively serving the division for which they are elected, either through instruction or coordination, [during time of service].*

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