



ACADEMIC SENATE

Meeting Minutes

September 24, 2019
 Rm. 18-206
 1700 W. Hillsdale Blvd.
 San Mateo, CA
 2:30 – 4:30 pm
[Website](#)

Executive Committee 2019-2020

Arielle Smith
President

Peter von Bleichert
Vice-President

Rosemary Nurre
Treasurer

Wendell Doman
Secretary (Interim)

Executives Present

Name of Officer	Executive Committee Role
Arielle Smith	President
Peter von Bleichert	Vice-president
Rosemary Nurre	Treasurer
Wendell Doman	Secretary (interim)

Senators Present

Name of Senator	Present/Absent	Role/Division
Arielle Smith	P	AS President
Peter Von Bleichert		Vice President/Business
Wendell Doman	P	Secretary (Interim), Parliamentarian/LAD
Rosemary Nurre	P	Treasurer/Business
Kevin Sinarle	P	Counseling
Sunny Martin	P	Counseling
Vince Li	P	Business
Stephen Heath		Business
Tim Tulloch		Athletics
Tim Maxwell	P	LAD
Chris Smith	P	Math-Science
Beth LaRochelle		Math-Science
Stephanie Roach	P	ASLT
Tatiana Irwin	P	CASS
Minu Mathur	P	CASS
Dyana Huaraz	P	ASCSM
Teresa Martin		Curriculum Committee
Liz Schuler		PD Coordinator
Madeleine Murphy	P	CTL Committee

Others Present

Name	Representing
Laura Demsetz	CASS DeanASCSM
Erica Reynolds	Instructional Technologist
Tabitha Conaway	Director of Equity (Interim)

Opening Procedures

Item	Presenter	Time	Details	Action/ Information/ Procedure
Call to order	Arielle	2:35		
Roll/Introductions		2:42		
Adoption of today's agenda	Arielle	2:35	Unanimously approved	
Adoption of past minutes	Arielle		*May 14 th 2019 attendance speculative, call for verification 4 th page should say HSI. **Minutes from Sept 10 th . Clarify that 'him' refers to Maurice Goodman, not Ron. Lilia's last name is misspelled. 4a – statement regarding quality may be misleading: change to "some OER may be of variable quality". Approved with edits.	
Public Comment		2:48	<p>->Tabitha, announcing Equity Office Hours. Pilot occurred last Fall. Goal this semester is to bring this back. Works with faculty that have gone through Equity training. Discusses philosophy of equity, and how to implement that in the classroom. Evan Kaiser, and Todd Windisch are offering Equity Office Hours this semester. Can also answer questions about ESL students, as well as LBGTQIA students. Urges visiting with both of them.</p> <p>->Rosemary, would be nice to inform the campus with a couple of top-10 list (best and worst practices).</p> <p>->Tabitha, new tab on Equity website to be placed to give information on how to make an equitable educational environment.</p> <p>->Arielle, Todd and Evan have information from their FLEX day presentation.</p> <p>->Tatiana, There are a limited number of people who are able to help students with their writing. Several students ask where to go for help with writing. SI is told not to include writing in their sessions. Students do not have a lot of options. Suggest involving the Learning Center to support students with their writing outside of English classes.</p> <p>Learning center does have workshops, with limited availability. Attempting to conform to AB705, but encountering several difficulties due to policy.</p> <p>->Rosemary, have faculty submit a resource request for help with students' writing. Administrators need to hear the demand. Include same request in program reviews as well. Madeline, writing is prevalent in requests from teachers. Looking to make better use of resources.</p> <p>In addition to personnel, perhaps other places on campus could develop opportunities for writing in other disciplines. Have personnel there to help students.</p> <p>Used to run WAC, writing across the curriculum, with success. Policy inhibits certain subjects. Help in other disciplines must be done during drop-in hours, and unscheduled, due to policy. Need for additional staff.</p> <p>Request write-up of resource request from Tim and Madeline.</p>	

New Senate Business

	Item	Presenter	Time	Details	Action (Motion/Resolution)/ Information//Discu sion
Information Items					
1	President's Report				
1a	Announcements & Updates				
1a i	Collegial Consultation	Arielle	3:12	There are some topics that are being presented at the district-level, for example, which call for a better level of communication between colleges and the district. What kind of support are teachers and/or students receiving? Language requirements are unstated. What about exam protocols? Clearly need more transparency. Will be brought-up with the district. Where is the obstruction of communication? GOAL lists 12 classes. Communication is siloed. Suggest having regular meetings with district reps. or other personnel regarding these issues and lack of communication.	Information
1a ii	Discipline List Revision		3:25	Any updates need to be turn-in by the Sept. 30 th .	
1a iii	Nov. 7 Plenary			Arielle will be attending. Thurs-Sat at Newport Beach. Asking for interest in attendance.	Information
2	ASCSM Update	Dyana Huaraz		Student reps are planning to attend accreditation committee meetings. Also able to raise funds for building 17 mixer before opening.	Information
3	Standing Committee Reports			Subcommittees are working on goals. LAC are looking for a librarian. All is copacetic.	Information
3a	Curriculum Committee	Teresa Morris			
3b	Teaching & Learning Committee	Madeline Murphy			
4					
4a	Instructional Accessibility Specialist & Online Proctoring	Erica Reynolds	2:43	Instructional materials: online proctoring solution (Proctorio). Attempts to run a pilot have been made multiple times. Funding has been an issue in the past. Pricing options vary. Instructional Accessibility Specialist: all material needs to be compliant with accessibility requirements. Need a full-time specialist to make certain that course materials are compliant. ->Rosemary, ask to clarify that the request for said person is made urgent. DRC meets individual students' needs, but does not verify accessibility requirements of course materials.	Information

				If this is going to institutionalized, a person dedicated to this role is necessary. Said person should also be able to use technology.	
Action Items					
1	IPC Membership		3:28	Rosemary, and Elizabeth Consavari have agreed to serve on IPC	Information
1a	Appoint one at-large			Motion to approve, unanimously approved.	Action
1b	Appoint one from Equity Committee – Todd Windisch				
2	Approve Committee Membership				
2a	PD Committee Faculty Rep. – Makiko Ueda		3:28	Motion to approve, unanimously approved.	Action
Discussion Items					
1	White Paper for ACCJC on new SLO process	Madeline Murphy	3:29	<p>Have changed SLO process to an inquiry-based process.</p> <p>Disciplines present an inquiry which they would like to have studied. Said inquiry will be assessed over the year.</p> <p>Attempting to promote initiative.</p> <p>Created a ‘white paper’.</p> <p>Process will become clear as this new approach is implemented.</p> <p>Ensuring that planning bodies and academic support are communicating cohesively.</p> <p>Continuously assessing programs will be useful and meet accreditation requirements.</p> <p>Instead of gathering data, faculty will propose an inquiry and evaluate the data that emerges from a focused assessment.</p> <p>May facilitate interdisciplinary communication. May allow for presentation of outcomes during college events.</p> <p>Rosemary approves of this approach.</p> <p>Tim also approves of this approach. Favors idea of conference and long-term outcomes.</p> <p>The interpretation of accountability from CSM faculty is very important.</p> <p>Will be brought-up at the next IPC meeting.</p>	Information
2	Guidelines for class cancellations	Tim Maxwell	3:46	<p>Concern over early cancellation of low-enrolled classes. Presents much disruption.</p> <p>Administration refers to 20 student min. as per board policy.</p> <p>Faculty begin to feel nervous due to anticipated low enrollment.</p> <p>Establish workgroup about class size guidelines.</p> <p>Cancellation occurs too early.</p> <p>Prep. for course is uncompensated.</p> <p>Student pathways are less predictable.</p> <p>New programs cannot grow.</p> <p>Colby Nixon is having difficulty offering intermediate Spanish, for example.</p> <p>Class cancellation decreases enrollment, overall.</p>	Information, discussion: action

				<p>Cancellation inhibits completion of major requirements. Can drive students to other colleges. The min. req. of 20 inhibits flexibility of curriculum. Shall a workgroup to amend, clarify, supplement policy? ->Rosemary, great idea. Demand better way to deal with this. 20 made sense while in crisis, but that is no longer the case. ->Stephanie, great idea. May be worthwhile for district. ->Laura, putting a schedule together as Dean is difficult. People's employment is a concern. When determining which section to drop, history of enrollment and same section availability are considered, for example. Insists that deans are part of process. ->Dyana, agrees that this an important issue. Prefer to know ahead of time if class gets cancelled so there is time to find something else. ->Arielle, students coming late, students with heavy workloads and prerequisites; it's difficult to get students into these course. Number of students that teacher are willing to take is difficult to gauge. Adjunct vs. full-time; how much of an overload issue is it? Disproportionate impact from day and evening classes, as well. If classes accept all students, it could prevent a different section which attaining necessary enrollment. ->Jeremy, DS is looking enrollment policy. Would like more clarity around sections B and C. Number of 20 students is arbitrary. Looking at enrollment caps depending on discipline. How does CSM value humanities/arts courses? ->Wendell, eliminating evening classes is greatly detrimental to program. ->Minu, Transfer model curriculum. Students need these courses for their continued major. ->Sunny, Could more late-start classes be offered; especially since CSM starts the semester so early?</p> <p>Sunny and Tim are interested in forming a workgroup. Rosemary condones the idea of forming a workgroup. Ask deans to participate. ->Stephanie, would you like additional faculty? Ask for participation from multiple disciplines: LAD, Counseling, M/S, 2 deans. Laura volunteers. What are group objectives? Provide multi-faceted guidelines; deans and faculty. Suggestions for implementation.</p>	

Final Announcements and Adjournment

Item	Presenter	Time	Details	Action/ Information
Announcements				
Next meetings				
Adjournment	Arielle	4:28		Action