



**ACADEMIC SENATE**

**Meeting Minutes**

March 24, 2020  
 Rm. 18-206  
 1700 W. Hillsdale Blvd.  
 San Mateo, CA  
 2:30 – 4:30 pm  
[Website](#)

**Executive Committee 2017-2020**

Arielle Smith  
 President

Peter von Bleichert  
 Vice-President

Rosemary Nurre  
 Treasurer

Daniel Keller  
 Secretary

**Executives Present**

Name of Officer	Executive Committee Role
Peter von Bleichert	Vice-president
Rosemary Nurre	Treasurer
Daniel Keller	Secretary
Arielle Smith	President

**Senators Present**

Name of Senator	Division
Tatiana Irwin	CASS
Kevin Sinarle	Counseling
Timothy Maxwell	Language Arts
Chris Smith	Math/Science
Lia Thomas	ASLT
Wendell Doman	Language Arts
Sunny Martin	Counseling
Stephen Heath	Business
Yvette Butterworth	Math/Science

**Others Present**

Name	Representing
Liz Schuler	PD Committee
Teresa Morris	Curriculum Committee
Allie Fasth	Guided Pathways
Jessica Tohmc	Community member
Mike Holtzclaw	VPI
Candice Nance	Curriculum Chair, Canada
Paul Bissember	AFT
Laura Demsetz	CASS Dean

**Opening Procedures**

Item	Presenter	Time	Details	Action/ Information/Pr ocedure
Approval of today's agenda	President	2:35	Change to agenda: Dean of strategic partnership and workforce development being asked to consider an alternate member – they are proposing Lale Yurtseven as an alternate.  Approved with the change.	Procedure
Approval of past minutes	President	2:38	Approved	Procedure
Public Comment	Public	2:40	Rosemary: We continue to operate without a contract. In light of the crisis it is even more important that administration get behind faculty with a contract.  Teresa: Remind students that the library is not enforcing policies on book returns for the duration of the crisis	Information

#### New Senate Business

	Item	Presenter	Time	Details	Action (Motion/Resolution)/ Information//Discussion
1	President's Report	Arielle	2:50	A few short updates from district senate: <ul style="list-style-type: none"> <li>Regarding campus closure: We should know after tomorrow's board meeting what the next steps are going forward—and whether or not we will be keeping the campus closed through the semester. We should get a letter tomorrow after the board meets.</li> <li>It may take longer to hear about some of the other uncertain issues, including what is going to happen with graduation or the summer term. We should hear more about this by mid-April.</li> <li>Personal counselling is now up and running with an online form that students can fill out if they need help.</li> </ul>	Information

There is also now a hotline with a live respondents, open Monday-Friday 8-5: 650-574-6650.

- Currently, all faculty hiring is on hold. We don't know when there will be an update on this, but we should know more after tomorrow's board meeting.
- AFT has sent an update saying that all negotiations are also on hold.
- Sunny asked about courses that are difficult to translate online –those with labs and other activities. Do we have a full list of these courses or a sense of what we can do about them? Arielle: we are waiting on direction from outside bodies on this topic. In the next two weeks, we should get a better sense of what is happening going forward.

We had a longer discussion regarding the district's discussion of changes to *pass/no pass* grading policies.

In a normal semester, students could take this option up to the 30% mark of the course, but we have passed that mark. There are a whole host of issues that come with articulation when classes are pass no/pass—some require a letter grade, so moving to a blanket pass no-pass or all of courses seems unwise when we haven't received any notice from the UC system.

Teresa noted that this topic has been discussed quite a lot on the curriculum chair's listserv: many worry that it could have unintended consequences, particularly if we treat students in the same class differently.

Tim suggested that late withdrawals, which we already have some control over, could give students some autonomy about whether they

				<p>want a grade to be entered into their records. But Teresa said that this too is complicated: late withdrawals can have an impact on financial aid, veteran's benefits, and other areas. It's a case by case situation for students, so we need to be careful about hasty decisions that might have unintended consequences. Arielle: a reminder to please have students talk to a counselor before they make a decision to withdraw from a class.</p> <p>Regarding some of the other significant challenges our students are facing: The district is getting a process in place to do computer distribution to students, ideally by the end of the week. They are also working to ensure those who are food insecure have some options—gift cards to grocery stores, working with Second Harvest.</p> <p>We are also still working on getting wireless hotspots available to students. Peter: Comcast has made all of its Xfinity hotspots available for free until mid-April. But Arielle noted that there are several catches: a \$10 signup fee and very limited hours.</p> <p>Teresa: to clarify about the hotspots: the library never had any hotspots, and other libraries are already closed. ITS is now in charge of the equipment available. But at the moment it's a little like toilet paper in the grocery store: a phantom.</p>	
2	ASCSM Update	ASCSM	2:50	No representative present	<b>Information</b>
3	Standing Committee Reports	Teresa  Erica	2:50	<p>The curriculum committee will meet Thursday as a Zoom. Teresa will post the link soon on the public website.</p> <p>The district curriculum committee had an emergency meeting today and will continue to meet.</p>	<b>Information</b>

		Liz		<p>Distance education: The state has issued an emergency distance education waiver for classes that have now moved online.</p> <p>We are hoping to get an instructional designer position in place to support faculty as the entire campus has shifted online. We are all waiting to hear about a decision about the rest of the semester to see what kind of support people are going to need. Erica also thanked all of the other faculty and staff who have stepped up to help make this transition. Teresa added a further thanks to Erica, who has done a heroic job of keeping up with all of our questions.</p> <p>Professional development is happening at an unprecedented rate. Normally, PD events for August have to be prepared and ready by May, but we are feeling a lot of uncertainty right now. Currently people are just waiting to see what they need to do next. In terms of planning, there is no real point in putting out announcements. In the near future, we may need to have forums for discussion, as well as just time for reflection on the successes and difficulties of this semester. We will also need to discuss the many equity issues around the current crisis, including food insecurity, childcare, and limited technology.</p>	
5	Action Items		3:15	<p>Program review:</p> <p>Arielle has been in discussions with the student services side of the house: they were slated to get their student surveys out after spring break, but given the crisis they have decided to delay this. For the rest of us, we do have a solid three semester's worth of data, but this semester's data probably won't tell us much. However, ideally we would like to move forward in the fall with the timeline we had set out, but also give people the option to delay their program review if they don't have sufficient data. Given these</p>	<b>Action</b>

				<p>challenges, we will <b>delay</b> the program review item for a future meeting.</p> <p>Second Action item: approval Lale Yurtseven for membership on the committee.</p> <p>Approved</p>	
6.	Discussion items		3:30	<p>1. Discussion of our response to COVID 19</p> <p>Rosemary: We should be discussing the impact of the crisis on the fall term: if the economy continues to tank, our enrollments may soar. What are all three colleges thinking about in terms of planning for the fall? We should at least think about how we are going to deal with a possible deluge of students.</p> <p>Tim Maxwell: What about evaluations this term? Should they be postponed? Arielle: Conversations have been happening, but they seem to be waiting until after the board meeting tomorrow to see if we are going to be returning to face to face meetings. How we handle evaluations depends on this to some extent.</p> <p>Chris: While some classes can move online fairly smoothly, we still have a problem for classes with labs—there are some things that just can't be done online. The CSUs and UCs are saying that they will accept the class taught remotely if the course outline of record could still be conducted. But for some courses there will still be a problem. Chris has a course in microbiology, for example that cannot be taught entirely online. He asked students if they could come back to campus to complete just a lab portion next term (with an incomplete until then)—about ¼ said they could not.</p> <p>Teresa: on Friday the chancellor's office issued some guidance about these kinds of courses, including technology that might allow people to be able to meet these requirements. Even if the state is willing to purchase this for all, there is a steep learning curve.</p>	<b>Discussion</b>

Mike: it is nice to see the state stepping up and making more technology available to everyone. There are now weekly webinar calls from the chancellor addressing these concerns. The response has been encouraging, even if it hasn't been as fast as we would like. We should see some statements coming soon.

Chris: The meeting that the state biotech faculty had on Friday was to discuss Labster, one of the new programs. People who have used it say the learning curve is steep enough to take quite a bit of time, and that there are also some glitches in the system. Labster also does not support all disciplines. It seems to be OK to prepare students for lab work, and in some courses it might even be a substitute for labs, but it is not a solution to everything. The Chancellor's office is planning on buying it for the next three months. There will be no cost for students if the Chancellor's office buys it, and they will reimburse students who have already bought it.

Yvette: math faculty have been able to bring everyone up to speed on Zoom—it is going well considering how many are using it right now. Another concern is testing—how do we test remotely? Finals are going to be difficult. That unknown is really causing stress right now, but people are coming together to try to solve the problems.

Arielle: we are going to have to have some broader conversation around testing and grading—they really go hand in hand for this discussion. We should also remember that incompletes can be a workload issue.

Mike: the state is looking at providing Proctorio, which allows us to do proctoring. It would be great if you can reach out to other discipline faculty elsewhere and try to find out what they are doing at their institutions. There may be some solutions out there that we haven't thought of.

Lia (Library):—we opened with online hours last Tuesday and have been able to keep the reference desk staffed for all regular hours. Traffic has slowed down a little after an initial period of fielding questions about due dates and technology. Regarding English information competency requirements: most sessions are scheduled in April. The plan is to do those sessions remotely. We hope librarians will reach out to the instructors.

Kevin (DSPS): students with accommodations are still going to need those accommodations, so please keep in mind that they will need extended time.

Tatiana: The CASS division has been discussing challenges for faculty who are teaching with children at home. They have also discussed some concern about how for-profit instructional design companies may try to capitalize on this. Though some of this technology may be excellent, the concern is that some companies are trying to profit off of the situation.

Tim (language arts): Sharing gratitude for all colleagues' willingness to help each other—many faculty and staff have spent a lot of time trying get everyone up to speed on how to do this. It has been really impressive.

We discussed a few of the challenges and strategies now that we are teaching online:

Chris shared some issues with using Zoom for lectures: it's very useful to know that you can record Zoom lectures so that if someone is sick, they can watch the lecture and attend later—but Chris has noticed a lot of people missing. You can see how much of a challenge it is for students to stay focused when you watch them on Zoom—huge distractions are going on all the time. We need to give them a little bit of a break: most of these students don't want to take online classes and many faculty don't want to teach them. Chris usually spends the first few minutes



of class just checking in with people. This also is not about to get easier, so it is really important to check in. But not everyone can respond. Tatiana said she has been offering both synchronous and asynchronous work: some students really do need some social interaction. This isn't going to be a one size fits all solution. She has also noticed that some students who were not sharing in class are doing better in distance ed.

Tim: breaking the class into small groups and having them meet up on times that they can decide for themselves has been working well. This allows them a lot more flexibility and the possibility to interact.

Chris said that in his online microbiology class, he has used breakout rooms in Zoom—it increased participation a lot. Students felt a lot more comfortable talking to small groups of classmates.

Rosemary: the main strategy is constant communication—she normally emails students a lot, maybe too much. But when she surveys students at the end of the term, most say they really appreciate the reminders. She also gives out her number. Tim recommends that you use Google Voice—this will keep them from having your actual phone number.

2. Update from AFT (Paul Bissember):

We have a bargaining date set for Monday afternoon and have also been a part of many state-wide calls to learn about what other colleges are doing. Right now the recommendation for classroom observations is that if they have already been done, then it can move forward. We are also discussing how to compensate part-time faculty for all of the extra training, as well as issues about paid leave, and incurred expenses for conferences that have been cancelled to ensure faculty get refunded. We are trying to track all of the issues that have come up. Soon you should see an email from

				<p>AFT that includes a survey. They are trying to finalize a draft for an MOU that they will be bargaining over Monday.</p> <p>3. Faculty evaluation guidance committee (Rosemary)</p> <p>We have never really formalized the appointment procedures for this group, but Rosemary has been on it for nine years. Since she is nearing retirement, she thought we should have a more formal process for deciding how we add people to the committee—it seems like we should have a formal process.</p> <p>Teresa: we need to put recommendations somewhere—should we add them to the bylaws? She isn't sure of the exact process, but we can come back to it in the next meeting.</p>	
7.	Future issues for discussion:	Arielle	4:26	<p>We will return to program review.</p> <p>We will also be discussing the GOAL program, which is a way of offering online instruction for international students while they are still in their home countries, including some who are dual enrollment. Currently, we are not sure which classes students will be able to take, and there are many questions about it, so it will be something that really need to discuss in some depth.</p> <p>Another issue: management evaluation procedures is not something we have documented in any way.</p> <p>Tim Maxwell said he hopes to continue the dual enrollment conversation—Mike and Tiffany were more reassuring that this is a CE program that isn't meant to be extended to all classes. Tim hopes to have them back so that they can discuss this more clearly with all of us.</p>	

