



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 Rosemary Nurre Daniel Keller Arielle Smith	Vice-president Treasurer Secretary President

Senators Present

Name of Senator	Division
Kevin Sinarle Tim Maxwell Chris Smith Lia Thomas Stephen Heath Sunny Martin Yvette Butterworth Wendell Doman Dyana Huaraz Vince Li Tatiana Irwin	Counseling LAD Math/Science ASLT Business Counseling Math/Science LAD ASCSM Business CASS

Others Present

Name	Representing
Lale Yurtseven Laura Demsetz Liz Schuler Teresa Morris Paul Bissember Shannon Spring Madeleine Murphy	DE Committee Dean, CASS PD, CTL Committee Curriculum Committee AFT Community Member Assessment, CTL Committee

Opening Procedures

Item	Presenter	Time	Details	Action/ Information/Pr cedure
Approval of today's agenda	President	2:35	Approved	Procedure
Approval of past minutes	President	2:38	Approved	Procedure
Public Comment	Public	2:40	<ol style="list-style-type: none"> 1. Rosemary: We are still working without a contract. With all of the extra work and added stress of this transition, it is important to keep reminding everyone. 2. Kevin: Remember that DSPS students will still need extended time and may find the transition to online classes challenging. It's important to keep in mind that we can also use some distance learning technology to help students who find online classes particularly challenging. For example, recording Zoom classes can help students who cannot access lectures during class time. Tim Tulloch requested that DRC provide us with a tip sheet and Kevin said he will work to make one available to everyone. He will send it to Arielle. Lale also offered to help come up with guidelines for Zoom and other distance ed programs. <p>On the subject of equity and access for students, Liz mentioned that we should also keep records of ways to ensure equity in these environments. Jeremiah has a Canvas page that he has been working on—Arielle should be able to send us a link on Friday.</p> <p>We are still working on ensuring all students have wireless hotspots: Tim Tulloch mentioned that some students are parking outside Starbucks and McDonald's to get access Arielle: The district is pooling resources, but at this point it would be best to reach out to IT with specific student information. Lale, who is working as interim district DE coordinator, acknowledged that hotspots are an ongoing problem.</p>	Information

New Senate Business

Item	Presenter	Time	Details	Action (Motion/Resolution)/ Information//Discussion

1	President's Report	Arielle	2:50	<p>Arielle: There will be no program review next year. We will be picking it up again in Fall '21. This reduces the pressure to get things defined.</p> <p>Faculty Evaluation Guidance Committee—Rosemary brought this up at the last meeting: she is planning on stepping down next year, so Arielle will put out a call for applications. We want to review the applicant names by the 28th and have something decided by 5/10</p>	Information
2	ASCSM Update	ASCSM	2:50	<p>Dyana—Student senate has been meeting through Zoom. They have created an emergency fund.</p>	Information
3	Standing Committee Reports	<p>Teresa</p> <p>Liz and Madeleine</p>	2:50	<p>The curriculum committee met last week and discussed possible changes to General Education requirements. We are still in ongoing discussions. We will also have to pivot to discuss distance ed (DE) course addendums. Right now, we should not rush with course addendums. We should hear more about DE this spring. The next meeting is next Thursday and all are welcome.</p> <p>Liz: professional development is overwhelming right now--we are still trying to figure things out. People are, not surprisingly, not ready to put together proposals for PE activities in the near future. Some people have made recommendations of faculty they think are doing really great work adapting to the new technology, so it is likely that future activities will include workshops about adapting technology. Right now, technology adaptation is the number one interest for future events, followed by wellness, then faculty/staff support</p> <p>Madeleine: On the assessment front: As you may have seen in the Bulldog Bulletin, whatever assessment plan you submitted, forget it. We are putting it on hold until fall. Many assessments require students to be present, plus there will be new and interesting questions in the fall. For example, it would be interesting to hear from students what they missed and did not miss about being here on campus.</p> <p>The distance education committee will be squeezing in an emergency meeting to work on the “regular and</p>	Information

		Lale Paul		<p>substantive contact part of the course and hope to finalize it by the end of the term.</p> <p>AFT: We are still moving into the full contract negotiations. The bargaining team has sent many dates and we are just waiting for a response from the district. Our upcoming contract team meeting is Monday the 20th from 2:30 to 4:30. Regular AFT meetings also continue.</p> <p>The MOU is finalized and ready to go into effect. It includes policies regarding emergency leave, workload, and flex time around online instruction, as well as compensation for the transition, and policies on evaluations.</p> <p>Paul noted that the MOU is “pretty general and expansive” regarding reimbursement. For example, if you want compensation for having to increase your home internet bandwidth or other costs you have incurred in making the transition, you should get the expenses approved by a supervisor.</p> <p>Communication about these policies has been a top priority. We have been doing outreach to members to make sure they have access to this information, including phone banking—we have made over 500 phone calls. The town hall meeting also produced a lot of feedback from faculty .</p> <p>Regarding taking leave: Faculty may need to take a leave for a number of reasons right now. Remember that you should take leave if you are sick, or need time as a parent taking care of a child, or are taking care of anyone else who sick. If you have questions about taking leave, contact human resources.</p>	
5	Action Items		3:15	<p>1. Resource request deadline: We are still doing resource requests, even though program review is delayed. The deadline is the senate’s decision.</p> <p>There are two options. (a): First Friday in October: this would allow us to have a full review before the semester ends. (b): Stick with the current timeline (last Friday in October)—but this means that the requests may not be completed for a much longer period of time, into the next semester.</p>	Action

				<p>Chris: The major suggested reason for the change in the timeline was the idea that it would allow us to get ahead on hiring or recruiting. Two comments on this from the math-science division: Instead of shortening our timeline, could we ask Skyline and Cañada to lengthen theirs? Or what if CSM does ours in the spring? The workload tightening doesn't seem worth this. Chris also noted that this is again asking us to work more when the district is not negotiating the contract.</p> <p>Arielle discussed the lengthy process we currently go through. We have to approve faculty and committee members, which then goes to the board. The interview process itself is extremely time consuming. This past year we only had one position that made it to a second round interview by the end of March. We are going to have to keep working with the whole district to get clarity on this.</p> <p>Rosemary: we should consider the district's role as well when discussing why the process takes so long. Are they moving slower than we could expect? It would also help to know in advance how many people we can hire. It is difficult to make decisions about hiring requests when we don't know how many positions we can even ask for.</p> <p>Teresa: the decision about the number of faculty hires is a local, not district, decision. Another point on the question of timing: there are other kinds of resource requests besides faculty, but these are also negatively impacted by the later date, because the budget becomes harder to estimate. This can mean people waiting longer for many resources: The longer we wait, the harder it is to buy all of those resources. To add another point about faculty hiring: the later the committee meets, the more people drop out.</p> <p>Laura: the president has to have enough of a handle on the budget to know the number of faculty we are going for. We have worked to streamline the number of meetings, but that's about all we can do to shorten the timeline.</p>	
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				<p>Arielle: Many of these issues are beyond our control. The resource request is the part that we have the most control over. We might have discussions about other issues, but everything else will take much longer to resolve.</p> <p>Arielle also noted that this decision is not permanent: We can pick an option and just see how it works for this coming year. If we feel like it works well we can formalize it; if not, we can talk about changing it.</p> <p>Peter: It seems worthwhile to try matching Skyline and Cañada. If it doesn't work out, we can go back to the old timeline.</p> <p>After this discussion, the vote was 10 in favor of changing to the first Friday in October; 2 in favor of sticking with the current timeline. There were no abstentions.</p> <p>We will change to the first Friday in October. In a year, we can come back and discuss it again to make sure we think it is working.</p> <p>2. We are also being asked to approve a screening committee for new full-time temporary faculty position: instructional designer</p> <p>That committee is approved with 10 in favor and one abstention.</p> <p>3. Endorsement of a letter in support of the library's request for an extension of the Library Services Platform, also known as "One Search." Lia described the many advantages of this platform: At the state level, 110 community colleges, 23 CSUs and most of the UCs are using it and it is endorsed by most California academic libraries. It much more up to date than the platform we were using, has eliminated the need for library cards, and gives libraries more purchasing power. It also saves 5 million a year on the costs of catalogs and has improved access immensely by integrating resources. During shelter-in-place, it has allowed library staff to work remotely. Other than a few minor</p>	
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				<p>technical problems, there have been no concerns or objections.</p> <p>We approved, with 12/12 voting in favor.</p>	
6.	Discussion items		3:40	<p>We continued to discuss our response to the COVID 19 crisis.</p> <ol style="list-style-type: none"> 1. Arielle reminded us that it is important to be compassionate in difficult times—not only for our students but for one another, and for ourselves. We are all facing stress, anxiety, and new challenges. Just be mindful that all of our lives have drastically changed. Arielle has heard that a lot of faculty struggle—feeling that they can't be fair to all students in this situation. We need to remember this is difficult for everyone. 2. Grading policies: We are hoping to get a more comprehensive discussion of this issue, but for now, pass no pass options will be available to students until the last day of the term (5/22); students can also change from pass no pass if they want a letter grade. It is up to students to change their grading options. <p>We aren't totally sure how a pass/ no-pass option will look on transcripts. CSU and UC schools have said they will not allow these to negatively impact transfer students, but for competitive private colleges, the decision is local. Some CIS and Engineering majors may still need letter grades. However, we want to be sure that students get a clear message on this as soon as possible.</p> <p>Teresa: The change came from the state chancellor's office, but it only changes the timeline for pass no pass, and it seems to be temporary—only for this semester. The impacts on students will change from student to student.</p> <p>Tim Maxwell: It would help to know if we will be able to continue this policy in the future. We don't know whether we will be free of this crisis even in the fall. We may</p>	Discussion

				<p>be in a longer period of instability and there may be other disruptions. Are we establishing something that will happen in the case of any future disruptions? A related issue: we might want to discuss whether these policies are a good idea for the future. Are we adopting things that are actually good changes to the system—for example, is giving students more control over their grades an idea that might make sense regardless of the crisis? It gives students more agency and might be a good permanent policy.</p> <p>Teresa: it could happen in an emergency situation, but we are not currently discussing making a permanent change.</p> <p>Arielle noted that this is a decision at the state level—we don't have control over it locally. On the other hand, most classes don't have a grading option of pass no pass on the course outlines, but if that's something you are interested in, you might consider a course outline change in the future.</p> <p>A second issue regarding grading policies: the federal guidelines for withdrawing from a class have been relaxed to "hold students harmless" for withdrawing beyond the current dates. With the "extended withdrawal" policy, they are not negatively impacted in their academic progress or in other ways such as financial aid. The "W" option is now available to students until the last day of semester and they are able to petition for that to be implemented up to a year later. Students also may receive refunds for their tuition when they withdraw from a class.</p> <p>Another reminder about "W" grades: the incomplete needs to be reviewed with a student and there is paperwork you have to fill out. Students will still have up to a year to complete the work. Chris noted that "W" grades can become a serious workload issue for faculty, particularly if large</p>	
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				<p>numbers of students are making up coursework during a semester when faculty are already teaching a full load.</p> <p>From the counseling perspective, Arielle mentioned that we should be cautious about encouraging this option: for example, students who are about to transfer may need a grade in a course for this semester.</p> <p>Tim Tulloch: a reminder that this situation has changed a lot of things for many students and we should be cautious about both the "W" and pass/no-pass options. Some students are now working full time to support families when main income earners were laid off. Performance has definitely been declining. But we should also remember some students cannot afford the pass/ no-pass option because they have to have a certain GPA to transfer. We need to be vigilant about staying in touch with students.</p> <p>Tim Maxwell also noted that students often struggle to make up incomplete work in later semesters when they no longer have the class to motivate them and when they may already be taking a full load of courses.</p> <p>All of these points should remind us to be very judicious about issuing incomplete grades or pass/no-pass. <i>Students should talk with counselors before making decisions, if possible.</i></p> <p>Communication about these changes should go out to students in the next couple of days.</p> <p>3. Arielle: an update on Proctoria: Mike H says the program is available to students for free through the chancellor's office through June 30th. They are in discussion about paying for it through 2020 but it hasn't happened yet, so it is for now for this semester only. We discussed a few issues with Procotria and other online assessment methods: Students may have to take timed exams at home with this program—if they step away</p>	
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				<p>from a screen their tests are invalidated. So be sure to keep in mind that we have to be understanding. Students also may be getting interrupted frequently at home.</p> <p>We should all be thinking about alternative ways to do assessment in these circumstances.</p> <p>4. Hiring full time temporary faculty. Peter suggested at district senate that we should be looking at our own adjuncts first before hiring from outside current faculty. Chris asked if this would not be a form of bias. We will discuss this in a future meeting.</p> <p>We will also will look at the minimum qualifications procedure.</p>	
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Topics for future meetings: Arielle noted that the issue that was the source of the most discussion at district senate was the revised professional development policies. We will discuss all of this next time, and we might ask Teeka James to come in and share some of her comments.

We had planned to have Jing Luan talk with us about the "Goals" program that the district is piloting next year. The focus would be on going over the proposal in detail, including learning about what they want to accomplish and what they envision for student and faculty support for this program. Tim Maxwell asked if we might also discuss concerns about the value of this project. Arielle stated that we should be able to communicate our feelings clearly. They are likely hoping for senate support, but they it's not clear if they are expecting an endorsement of the program or feedback on it.