



**ACADEMIC SENATE**

**Meeting Minutes**

September 8, 2020

Zoom Meeting ID: 442 779  
680

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
Michelle Beatty	Math/Science
Yvette Butterworth	Math/Science
Tatiana Irwin	CASS
Malathi Iyengar	CASS
Michael Marcial	Kinesiology
Kevin Sinarle	Counseling
Lia Thomas	ASLT/Library
Todd Windisch	Language Arts
Sunny Martin	Counseling
Stephen Heath	Business

**Others Present**

Name	Representing
Teresa Morris	Chair, Curriculum Committee
Liz Schuler	PD Coordinator
Lizette Bricker	Vice President, Student Services Office
Lisa Hicks-Dumanske	Guest, candidate for board
Mike Holtzclaw	Vice President of Instruction, CSM
Kim Lopez	Acting President, CSM
Micaela Ochoa	Vice President, Administrative Services

<b>Gil Perez</b> <b>Carol Ullrich</b> <b>Trang Paningbatan</b> <b>Allie Fasth</b> <b>Kathy Sammut</b>	<b>Personal Counseling</b> <b>Guided Pathways</b> <b>Guided Pathways</b> <b>Guided Pathways</b> <b>Counseling</b>
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### Opening Procedures

Item	Presenter	Time	Details	Action/ Information/ Procedure
Approval of today's agenda	President	2:30	Agenda approved with on change: the curriculum committee bylaws discussion will be moved to a discussion item	<b>Procedure</b>
Approval of past minutes	President	2:30	Two sets of minutes: May 12, 2020; August 25 <sup>th</sup>  Approved with one abstention	<b>Procedure</b>
Public Comment	Public	2:35	<ul style="list-style-type: none"> <li>Rosemary : We are still working without a contract for faculty and staff with no updates on whether we are close to completing the process. It's disappointing and almost insulting. Should Senate take a stand on this?</li> <li>Yvette: The Guided Pathways committee will be going to division and shared governance meetings, as well as student clubs and classes. They will be sharing their progress on the clustering activity—now renamed “Academic and Career Communities” There is also a new student advisory board that will give the committee feedback.</li> <li>Lisa Hicks-Dumanske is a candidate for the governing board in trustee area five. Lisa started her career at Canada college and is grateful for the opportunities it gave her. She got interested in serving on the board because her son felt pressure to apply to a four year school even though he wasn't ready. This got her started in talking to people, listening, and attending board meetings for the past 18 months. She is hoping to work to make sure that the district continues to thrive. Please contact her if you would like more information.</li> </ul>	<b>Information</b>



		Lee		<p>We are working on the website to help clarify the different groups now represented by the CTL committees and to make the website more usable</p> <ul style="list-style-type: none"> <li>• Instructional technology (Lee)</li> </ul> <p>The committee met on 9/2, with a new student representative. They worked on goals and revised them, focusing on fall resource requests. Future meetings (first Wednesday of the month) will include looking at the regular and substantive contact policy. The next meeting is Wednesday from 12-1.</p> <p>Some points about the QOTL training: we are going to be coordinating across the district to make some updates that have been recommended by faculty members. If you have signed up for the fall workshops, please be aware the training will be for six weeks. These workshops will also incorporate feedback from faculty who took the course over the summer.</p>	
5	Action Items		3:00	<ul style="list-style-type: none"> <li>• Tenure review committees (see attachments to meeting agenda).</li> </ul> <p>We approved membership on the following:</p> <ul style="list-style-type: none"> <li>• Math/Science—8 committees</li> <li>• ASLT</li> <li>• Counselling</li> </ul> <p>All tenure review committees were approved with 12 in favor and no abstentions</p> <p>Although we approved these, Rosemary argued that it would be appropriate if someone from these divisions were here to answer questions—there are faculty members that we don't know.</p>	<b>Action</b>
6.	Discussion items	Teresa	3:05	<ul style="list-style-type: none"> <li>• Changes to curriculum committee membership and editing the bylaws</li> </ul> <p>The committee has been updated to include a new voting member so that instructional technology is included. While Erica Reynolds was instructional tech coordinator, she was not a voting member because she was not faculty. Because we have so much more instructional technology now, we have</p>	<b>Discussion</b>

		Arielle	<p>added a voting member who will be “at large” faculty.</p> <p>Approval of this change will be an action item at the next meeting.</p> <ul style="list-style-type: none"> <li>Continued discussion of our priorities and goals for the coming year (Arielle)</li> </ul> <p>We continued the discussion from our last senate meeting about priorities for the upcoming year:</p> <ol style="list-style-type: none"> <li>ADA and access to campus</li> </ol> <p>While this is an important issue—CSM is out of compliance with ADA—there is already a committee working to discuss this at the district level, and some members feel that it is a district-level issue.</p> <ol style="list-style-type: none"> <li>Protocol for 5150:</li> </ol> <p>We began discussing this in 2019 when a student complained about how she was treated after going to mental health services on campus. Her personal counselor decided she was in distress and at risk—leading the counselor to call to a local law enforcement. We originally asked for clarification of our policies: are there no other steps to take before calling the police? Campus security responded to our questions, but we are still concerned: shouldn’t there be better ways to handle these situations?</p> <p>Malathi: It is important to remember that the student felt she was badgered and bullied by the police officer before she knew what her rights were. The student was not told that she needed to see a licensed counselor. We can’t really say that this issue is “closed” and is no longer one of our goals because it was never resolved.</p> <p>Rosemary: This is a very important issue, but is it really within our purview to solve this? Or is the goal just to make it clear that we don’t believe the issue has been resolved?</p> <p>Tatiana: it is within our responsibilities given that we operate in the county of San Mateo and the tax dollars that pay for these services are what also pay for our college. We have a couple of different options for health care providers to call outside of the police to escort individuals to mental health facilities. We should have a voice in how we handle</p>	
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this— and a responsibility, because this concerns our students. It is not out of our hands to take more serious action to make sure that we put pressure on our county to make sure that funds are allocated in a way that benefits our students.

Arielle: it does seem like there is a lot of discussion about this, so we will definitely keep it on the agenda.

3. Equity in hiring:

This is something that the district senate is looking at , but if we want to have any local impact on it, then we need to continue the discussion. Also: we do have some input on this because we are the ones who approve the selection committee. Members raised several concerns about how much of this is in our control as a college senate:

Tatiana: Reiterating what Rosemary mentioned about the tenure review committees: it's hard to weigh in on the composition of people's tenure committees if we are not sure who the faculty are.

Peter: Since this may come back down to the campus level, perhaps we should have the director of equity somehow sit in on approvals. We might also consider offering more training.

Tatiana: There is a whole business of equity consultants who help committees figure out how to better recruit candidates. We could at least consider bringing in outside expertise to improve recruitment.

Another concern with equity in hiring: we should remember there are other issues beyond just tenure track approval that senate may weigh in on.

Malathi: We should also remember that there are issues relevant to equity in the hiring process that continue after a hire is made. For example, someone on a hiring committee may make comments after a hire that the person was only hired because they were a member of a particular group.

Todd: we should also consider how this affects adjunct hiring rather than focusing only on tenure-track positions, even though we don't vote on the make up of adjunct hiring committees .

		Allie	<p>We agreed that we should continue to focus on this issue.</p> <p>4. Other issues and priorities</p> <p>Peter: we should keep talking about things like the physical spaces and environmental scan because someday we are going to be back on campus.  Arielle: agreed, but since we know that lecture classes are not going to be online in the spring, we won't have that much access to campus.</p> <p>We might also discuss enrollment caps, something we have put on agendas for a long time without much progress.</p> <p>Rosemary: is this too many goals? Maybe we should prioritize three that we think we can accomplish or assign small subgroups for these—a small group could come back with additional recommendations. Arielle agreed and said that it is hard for her to act as a lead on all of these different goals—and we need to prioritize. Tatiana noted that some of these issues may be discussed in other committees, so one way to prioritize would be to be sure we aren't duplicating conversations that are already taking place.</p> <p>We agreed that we need to break some of these issues down for smaller subcommittees.</p> <ul style="list-style-type: none"> <li>• Guided Pathways update (Allie)</li> </ul> <p>Members of the Guided Pathways committee are going out to all division senates and student groups this month.</p> <p>We are looking at the student journey from start to finish-- how they connect with each other (and with us) and with their educational goals.</p> <p>It is really important to have the student voice represented across all projects, so the committee has been getting out to clubs and classrooms and holding open sessions in addition to ASCSM.</p> <p>They have also been involved a lot of integrated planning meetings to insure planning decisions are informed by the goals of Guided Pathways.</p> <p>Allie shared information on slides focusing on, among other issues, the concept of</p>	
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metamajors, work with student focus groups, and the committee's focus on first generation college students, low income, and students of color.

One major goal is to focus on the idea of exploration—it should be a central part of the student experience and they should be getting help exploring their options.

They have also been having conversations about where our different programs really fall rather than just in their traditional divisions—for example, computer science may be better suited to engineering.

The groups and communities are also about overlap—we want to help students find niches where, if they find themselves not liking where they are, there is a whole grouping of majors that they may be able to switch to easily without having to take new classes.

Explorers—also known as undecided—we want to shift the narrative on that and focus more on how we can foster this attitude of exploration and provide more support. We are focusing on how to provide more structure—students' exploration of their options really is a big piece of their time with us. Even students who have selected a major may not be done with exploring.

We are having our next GP meeting at the end of the month—always the fourth Wednesday. Feedback is welcome. We will have an action item on this model at a future meeting.

- Cabinet update:

Members of cabinet (Kim, Micaela, Mike, Lizette) are here to answer any questions we have. A general summary of our discussion follows.

Mike said he has been involved in programs to help adjuncts get to full time status—one way of working on adjunct equity—and would be happy to speak about this in the future.

Kim, on the 5150 protocol: we have done an extensive overhaul on how we work with mental health issues for people in our county. Lizette: we want to make sure we work with senate on this issue—it is necessary so that we don't traumatize or



		<p>Cabinet members</p>	<p>hurt students more than help. Tatiana noted that we aren't talking about hypotheticals—things have already gone wrong. It is essential to repair the trust with our community. Lizette: we need to make sure we are including our personal counselors as well.</p> <p>Peter: we should work on a way to rapidly acquire resources. We don't always know what we need when we need it, but the distance ed situation, for example, often requires a rapid response. Could we have something like a small fund that deans have to decide on a case-by case basis? Some way we could plow through red tape quickly when it comes to resource requests. Mike agreed that this would be a great idea.</p> <p>Malathi: many have expressed a concern about captioning, which we are required to do for videos—it is extremely time-consuming. Is there another version of Canvas that will do the captioning—will we be getting this? Lee—this is something that is in the works—not a new version of Canvas but an LTI that works with Canvas.</p> <p>Kim: we may be able to reach out to other VPS to see what faculty across the district need with regard to captioning.</p> <p>Kim and Mike both stressed that we should always feel free to reach out to them with questions or concerns.</p> <p>Meeting adjourned at 4:35</p>	
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