



ACADEMIC SENATE

DRAFT Meeting Minutes

August 24, 2021
 Zoom Meeting ID: 442 779
 680
 1700 W. Hillsdale Blvd.
 San Mateo, CA
 2:30 – 4:30 pm
[Website](#)

Executive Committee 2017-2020

Teresa Morris
 President

 Jesenia Diaz
 Vice-President

 Stephen Heath
 Treasurer

 Daniel Keller
 Secretary

Executives Present

| Name of Officer | Executive Committee Role |
|---|---|
| Jesenia Diaz Stephen Heath Daniel Keller Teresa Morris | Vice-president Treasurer Secretary President |

Senators Present

| Name of Senator | Division |
|---|---|
| Michelle Beatty Michelle Brown Yvette Butterworth Vincent Li Sunny Martin Andrea Morales Gil Perez (he/him) Liz Schuler Kevin Sinarle Lia Thomas (she/her) Fi Tovo Katherine Webster Todd Windisch (he/him/his) | Math Science CASS Math Science Business Technology Counselling ASCSM Counselling CTL Counselling Library ASLT Language Arts Language Arts |

Others Present

| Name | Representing |
|------|--------------|
| | |

Opening Procedures

| Item | Presenter | Time | Details | Action/ Information/ Procedure |
|----------------------------|-----------|------|--|--------------------------------------|
| Approval of today's agenda | President | 2:36 | The agenda has been updated to reflect two new tenure review committees that have been added. Agenda approved . | Procedure |
| Approval of past minutes | President | 2:39 | We need to clarify whether or not we are required to have approval of the past minutes on the agenda for future meetings. | Procedure |
| Public Comment | Public | 2: | Yvette, Guided Pathways update: We are going to be rolling out the academic and career communities on September 1 st . We were supposed to do that earlier, but we needed to make some adjustments. We will also be coming to division meetings to share and solicit more help in our student focus groups. If any would like to join us, we have our first full meeting this Wednesday from 2:00 to 4:00. Contact Yvette for more information. Teresa will be continuing the practice of sending the email updates every Friday. Contact Teresa if there is something you want to include anything in these messages. | Information |

New Senate Business

| | Item | Presenter | Time | Details | Action (Motion/Resolution)/ Information//Discussion |
|---|--------------------|-----------|------|--|---|
| 1 | President's Report | Arielle | 2:50 | Program review is coming up. We are holding Friday workshops to help faculty and staff with the process. If you have questions or are able to help, please contact Jesenia or Teresa. District Senate has not met yet, so there is no report. Remember that the meetings are open to all members of the community. If there is anything you want discussed at the district senate please let Teresa know. | Information |

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| | | | | <p>We need a member to serve on the selection committee for the acting dean of language arts. An email requesting members will be sent to the language arts division. Remember that those interested must have completed unconscious bias training in the last three years. The selection process needs to be finished by Thursday, and, ideally, we will have a selection by 9/9, for the board of trustee's meeting.</p> | |
| 2 | ASCSCM Update | ASCSCM Andrea | 2:55 | ASCSCM are working on setting identifying new goals for the coming year. Andrea will bring to us up to date on these at the next meeting. | Information |
| 3 | Standing Committee Reports | Christopher Liz | 2:56 | <p>Curriculum committee: the committee has not met yet. The first meeting for introductory training will be this Thursday—please send Chris an email if you want to join us .</p> <p>We should be getting back to a more normal cycle of work now that we have dealt with all of the emergency distance education changes.</p> <p>CTL: We have been working to get CTL membership up after some turnover. We still need someone from business and technology, but otherwise have at least one person from every division. We will be meeting on the 4th Monday.</p> <p>The DEAC committee has not met yet, but Erica sent an update: The CSM Distance Education Advisory Committee (DEAC) will continue to meet on the first Wednesdays of the month via Zoom. Our first meeting of the year, will be on Wednesday, September 1st. Donna Eyestone will be serving as our Distance Education Coordinator and co-chair of DEAC. We have hired two full-time tenure track Instructional Designers as well. They will start on September 6th. The committee may have a tri-chair to include the Instructional Designer as well, but we will discuss the organization, once they have started their positions. If you are interested in participating in DEAC, please contact Erica Reynolds (reynoldse@smccd.edu) or Donna Eyestone (eyestoned@smccd.edu).</p> | Information |

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| 5 | Action Items | | 3:05 | <p>Tenure review committees: see the last page of the agenda:</p> <p>Teresa noted our past concerns about not always knowing enough about the people on the committee to make a fair assessment.</p> <p>Fi asked about when the senate has questioned committee in the past: Chris mentioned that we, for example, requested that the math department vary the committee when they were hiring four people at the same time. This is not always a rubber-stamp approval process. However, the committees under consideration today did not raise any questions.</p> <p>Move to approve: Todd. Second: Jesenia. Approved by all.</p> | Action |
| 6. | Discussion items | Teresa | 3:15 | <p>Senate Responsibilities: We reviewed the rules and responsibilities of the senate and we also reviewed the Brown Act.</p> <p>Teresa noted that the 10+1 includes our responsibilities for the curriculum and it defines the roles of senators.</p> <p>Some important points to note regarding the Brown Act: Senate conversations should not take place over email—even if everyone is included.</p> <p>This is also true of any other forum: if the majority of senators are talking senate business outside of the meetings, this also can be a violation of the Brown act because it is considered a form of a secret meeting</p> <p>We use Robert’s Rules for speaking, but we are not usually extremely strict about speaking order.</p> <p>We are still not totally sure if we need to approve the minutes at the beginning of each meeting.</p> <p>2. Senate Goals: We reviewed the goals from last year.</p> <p>Some of the goals, including implementing the ethnic studies requirement, have been met.</p> | Discussion |

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| | | | <p>We discussed a few other ongoing goals: Curricular alignment remains a goal for curriculum and district senate. We should continue discussing adjunct professional development opportunities: we had discussed offering adjuncts help with preparing for the hiring process, including interviews.</p> <p>We should look over the goals and be prepared to update them in the coming year: this will be an item for the September meeting.</p> <p>Goals from last term (needs updating):</p> <ol style="list-style-type: none">1. Enrollment and course cancellations2. Ethnic Studies/social justice AA requirement3. Protocol for 51504. Curricular alignment in district5. Adjunct PD around Hiring process, selection committee process6. Dual enrollment7. Physical Spaces/environmental scan <p>The meeting ended at 3:25</p> | |
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