



**ACADEMIC SENATE**

**DRAFT Meeting Minutes**

September 14 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 Michael Marcial Jennifer Howze-Owens Vincent Li Sunny Martin Andrea Morales Liz Schuler Kevin Sinarle Lia Thomas (she/her) Christopher Walker Katherine Webster Lale Yurtseven	Math Science CASS Math Science Kinesiology ASLT Business Counselling ASCSM CTL Counselling Library Curriculum Language Arts Business Technology

**Others Present**

Name	Representing

## Opening Procedures

Item	Presenter	Time	Details	Action/ Information/ Procedure
Approval of today's agenda	President	2:33	The agenda was updated before the meeting to include changes to the committee lists, the addition of Gil Perez's tenure review committee information In addition, we are postponing the finance committee update with Steve Lehigh until the 28 <sup>th</sup>  Move to approve: Daniel Second: Vincent All in favor	Procedure
Approval of past minutes	President	2:3	The May 28 and August 24 minutes were approved	Procedure
Public Comment	Public	2:38	No public comments	Information

## New Senate Business

	Item	Presenter	Time	Details	Action (Motion/Resolution)/ Information//Discussion
1	President's Report	Teresa	2:50	Program review is due October 1st by 10:30. If you have questions, contact Teresa, Jesenia, Madeleine, or Hilary Goodkind  District Senate is working on updating their goals for the coming year.  Two updates on important policy changes:  1. The state chancellor's office has made changes around both the emergency withdrawal and pass/no pass policies that were revised due to the pandemic. Please see the information here: <a href="https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/General-Counsel/Pending-Regulatory-Action">https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/General-Counsel/Pending-Regulatory-Action</a>	Information



				<p>Committees have up to the fourth week of the term to have their first meeting, but some of these committees were not approved in time for this deadline, so they have been working as “pending” committees. We had some questions for the ASLT committee in particular and we are still waiting to hear from them. In addition, there are three new math-science committees.</p> <p>We also noted a few changes to two committees for counseling: the committees were approved at the last meeting, but we felt there should be at least two counselors—so there was a switch. Leo's committee now includes Krystal Duncan, Jesenia Diaz (chair), Mary Valenti and Matthew Montgomery; Sunny's committee is Krystal Duncan, Kathy Sammut (chair), Maggie Barrientos, Martin Bednarek Michelle Beatty</p> <p>Move to approve membership of all committees: Vincent. Second: Daniel All approved.</p>	
6.	Discussion items		3:05	<p>1. ASGC Goals</p> <p>We reviewed our goals from last year:</p> <ul style="list-style-type: none"> <li>• Enrollment and course cancellation</li> <li>• Curricular alignment in district</li> <li>• Adjunct Professional equity</li> <li>• Dual enrollment</li> <li>• Physical Spaces/environmental scan; ADA compliance in physical and online classes</li> </ul> <p>We considered the following questions in our discussion:          What's missing?          What is still relevant for today?          What didn't get started?          What needs to be continued?          What's not on the goals list?          What goals do we want to keep?</p> <ul style="list-style-type: none"> <li>• Dual Enrollment: Michelle noted that there has not been much progress on several concerns: there is little help for faculty who need to modify their courses. There are also serious concerns about how we</li> </ul>	<b>Discussion</b>

are evaluating minimum qualifications—one high school instructor has been brought back to teach several times despite our very vocal concerns that this person is not qualified to teach college courses.

We discussed what role ASGC can play in this: we may not be able to investigate all of the concerns about process, but the question of qualifications is definitely in Senate's purview. We will keep this as a goal.

- Curricular alignment

Lale: There is still a lot that remains unclear to all of the districts. It would help to have some standards that all three colleges could follow, but even things like GE units are currently not standard across the district. Consistency should be a major concern.

Christopher added that the curriculum committee at CSM continues to work on these problems, and the committees of the other colleges seem committed to working on them as well, but we have always struggled with class requirements across the district, in addition to different numbers of units—and with the way these conflicts create unhealthy competition for students rather than collaboration across the district.

Teresa: We will also keep this as a goal, something senate should have a voice in even if it is mainly the goal of the curriculum committees at the three colleges.

- Enrollment and course cancellations

Kat: Course cancellations continue to be a significant problem, particularly for English and ESL. The AFT agreement helped, but we still saw a lot of courses being cancelled early, and we ended up with more than 150 students who were still looking for classes. We are also concerned that many students enrolled in cancelled sections just disappear, so there may be an even larger number of students affected. Cancellations are also extremely frustrating for

faculty, who may find out their schedules have changed only a week before classes start. Liz noted that cancellations have had catastrophic effects on ESL. These problems are compounded by our lack of consistency across the district: the names, numbers, and requirements of ESL courses are not the same, so it is even harder for these students to find a replacement course at another college if classes are cancelled here. And ESL faculty may find themselves having to teach a very different curriculum at another college.

Teresa: Issues of scheduling are not part of Senate's wheelhouse, but the concerns about effects on students and learning definitely are. We will also keep this as a goal.

- Adjunct professional equity

Liz: We should be discussing if all three campuses should have a different program to help adjuncts. This seems like something that might be best addressed at the district level.

We should clarify whether this is really a goal or just a request for more information.

- Physical spaces/environmental scan and ADA compliance

We discussed how much this is in Senate's purview: Teresa noted that physical working conditions are more relevant to bargaining agreements, not something typically in our wheelhouse. However, Kevin noted that there have been classrooms that were unbearably hot over the summer: this affects teaching and learning, so it does seem like something we can get more information about. The goal at this point could just be to collect more information. Chris Smith suggested that the goal should not just be to gather the information but to present it to the administration. Peter found possible OSHA violations when looking into this last year.

We also discussed if we should focus on new goals. Teresa said that we have no goals specifically about equity, despite this being one of the most important ongoing concerns. Kat noted that equity is an issue in all of these

conversations: course cancellations affect students who are not able to register early, for example, and the lack of curricular alignment hurts students who have to enroll in one of our sister colleges. Teresa suggested that all of our goals might include specific language about equitable outcomes.

What about other goals?

Teresa suggested that we consider looking at our own process in Senate: are we working with an equity lens? We have made some progress on issues like paying part timers for the work they do on committees. But we can continue to look at ourselves as an institution of the school thinking of equity.

Are there new goals we should be discussing?

Chris Smith: we should continue our discussions of OER/ZTC. There is money coming in to work on making more courses textbook cost free. Skyline is already well ahead of us and is likely to have clear goals formulated for these funds. We still have inconsistent labels in the class schedule, and some faculty are still not clear on what the terms mean. (See the current update in item #2 below)

Liz: We might want to think more about discussing the various responses to the new technology, including Hy-Flex Course designs and other ways to implement technology. It would help to have a better understanding of what faculty feel they need when we come back in January: right now there is a lot of confusion.

Teresa will try to write out some specific language about our ongoing goals and send via email.

## 2. OER/ZTC update

Chris Smith has been the OER liaison for our campus. Duties for the liaison include regularly updating senate, but this is really just information. Do we want the liaison to be more active in advocating for us? Skyline and Canada have received grants to fund a position and

			<p>Skyline has hired someone full-time. We want to hear more about what is happening on our campus with regards to these issues.</p> <p>We agreed that Chis should continue, but it might help to have a team approach: Lia said she would also be willing to join Chris. We will need to vote on this change at the next meeting.</p> <p>Meeting ended at 4:20</p>	
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