

COLLEGE OF SAN MATEO ACADEMIC SENATE AGENDA

Tuesday, October 12, 2021, 2:30 p.m. to 4:30 p.m.

Location: Zoom:

<https://smccd.zoom.us/j/88004493814?pwd=TUNFTzRiMDN3Yk9aRjNWbStmS3JGQT09>

Meeting ID: 880 0449 3814 Passcode: 447416

Call in using: 1-669-900-9128 US (San Jose)

All members of the campus community are welcome to attend ASGC meetings.

Agenda – revised 10-12-2021

I. Order of Business, 2:30 – 2:40

- 1) Approval of the Agenda
- 2) Approval of Minutes
- 3) Public Comment (2 minutes per)

II. Emergency Action Items 2:40 – 2:45

- 1) Resolution: Brown Act, Ongoing proclaimed state of emergency relating to the novel coronavirus causing the disease known as COVID-19, Meeting Requirements.

III. Information Items, 2:45 – 3:10

- 1) President's Report
 - a) Announcements and updates (IPC, DAS, DPGC, Hyflex Classroom list)
 - b) New area of agenda: Consent agenda
 - c) Need faculty member for *District Teaching and Learning Committee*
- 2) ASCSM Update, Andrea Morales – ASCSM President
- 3) Standing Committee Reports
 - a) Curriculum Committee, Christopher Walker, Chair
 - b) Committee Teaching and Learning, Liz Schuler/Madeleine Murphy
 - c) Distance Education Advisory Committee, Erica Reynolds

IV. Action Items 3:10-3:30

- 1) AS Goals for 2021-2022

V. Discussion Items, 3:30 – 4:30

- 1) Proposal: Bylaws update - Distance Education Advisory Committee membership and chair selection
- 2) Guided Pathways update

Next Meeting

- **Next meeting:** October 26, 2021
- **Location:** Zoom, 2:30 p.m.

Future Discussion Topics (Needs updating)

- Conversation with Dr. Jennifer Taylor-Mendoza (October 26, 2021)
- Proctorio use in the classroom (T. Windisch - November 2021)
- Promoting equitable practices in the classroom (TBA)

2021 - 2022 Senate Goals – Drafts For review:

1. Enrollment and course cancellations - AKA Strategic Enrollment Management practices
2. OER ZTC - Structure for supporting faculty
3. Dual Enrollment - Focus on qualifications and evaluation process consistency
4. Curricular alignment across the district - Assign to Curriculum Committee for mid-year update.

Zoom ground rules:

- Mute your microphone if you aren't talking.
- Use the chat function for questions, comments, or to get our attention. Please say your name before you speak.
- Please write your name into the chat as you enter (it is our record of attendance).

10/28/2021 MEETING MATERIALS (FOR REVIEW)

Proposed resolution: Brown Act, Ongoing proclaimed state of emergency relating to the novel coronavirus causing the disease known as COVID-19, Meeting Requirements

- **WHEREAS**, on March 4, 2020, the Governor proclaimed pursuant to his authority under the California Emergency Services Act, California Government Code section 8625, that a state of emergency exists with regard to a novel coronavirus (a disease now known as COVID-19); and
- **WHEREAS**, on June 4, 2021, the Governor clarified that the “reopening” of California on June 15, 2021 did not include any change to the proclaimed state of emergency or the powers exercised thereunder; and
- **WHEREAS**, as of the date of this Resolution, neither the Governor nor the Legislature have exercised their respective powers pursuant to California Government Code section 8629 to lift the state of emergency either by proclamation or by concurrent resolution in the state Legislature; and
- **WHEREAS**, the continued local rates of transmission of the virus and variants causing COVID-19 are such that meeting in person would present imminent risks to the health or safety of attendees of public meetings;
- **NOW, THEREFORE, BE IT RESOLVED** that there is an ongoing proclaimed state of emergency relating to the novel coronavirus causing the disease known as COVID-19 and as a result of that emergency, meeting in person would present imminent risks to the health or safety of attendees of in-person meetings of this legislative body within the meaning of California Government Code section 54953(e)(1).

Proposal: Bylaws update - Distance Education Advisory Committee membership and chair selection

Committee Description**Current Language:**

- The CSM Distance Education Committee ensures excellence in teaching and learning through distance education. It facilitates the development of distance learning instruction in response to student and community needs, as well as to developments in educational technology. The committee is committed to supporting faculty and students with appropriate pedagogical and technical training.

Proposed Changes

- College of San Mateo’s Distance Education Advisory Committee advises and makes recommendations on policy and plans for the academic use of instructional technologies to the Academic Senate, the Vice President of Instruction, and the Dean of Academic Support and Learning Technologies. It supports the Academic Senate’s goals and the college’s institutional priorities by collaborating on professional development activities, promoting best practices, and recommending instructional technology for online teaching and learning.

Committee Structure

Current Language:

- The committee is co-chaired by the Faculty Distance Ed Coordinator and Instructional Technologist.
- Faculty representatives, elected by division, serve a two-year term. Includes and voting members of the faculty coordinator for professional development and a student representative. Committee meets monthly.

Proposed Changes

- The committee is co-chaired by the Instructional Technologist and an elected faculty chair from among its members.
- Faculty representatives, elected by division, serve a two-year term. Ex-officio, voting members, include a faculty DE Coordinator, PD Coordinator, Curriculum Chair, and a student representative. Non-voting members include the administration, the director of the Disability Resource Center, a representative from Information Technology Services. Committee meets monthly.