



ACADEMIC SENATE

DRAFT Meeting Minutes

October 12, 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 Jennifer Howze-Owens Vincent Li Trang Luong Sunny Martin Liz Schuler Kevin Sinarle Lia Thomas (she/her) Fi Tovo Christopher Walker Katherine Webster Lale Yurtseven	Math Science CASS Math Science ASLT Business Counselling Counselling CTL Counselling Library ASLT Curriculum Language Arts Business Technology

Others Present

Name	Representing
Julieth Diaz Benitez Kelsey Harrison Allie Fasth Erica Reynolds	ASLT Business/Technology Guided Pathways DEAC

Opening Procedures

Item	Presenter	Time	Details	Action/ Information/ Procedure
Approval of today's agenda	President	2:34	<p>Change to the agenda: Adding an emergency action item regarding the Brown Act: Resolution: Brown Act. We will need an ongoing proclaimed state of emergency relating to COVID 19 to continue meeting on Zoom.</p> <p>Move to approve: Daniel. Second: Todd. Agenda approved</p>	Procedure
Approval of past minutes	President	2:35	No changes needed to 9/28 minutes	Procedure
Public Comment	Public	2:36	<p>Kat: I want to make sure that the senate is aware that we have three full time faculty members who had fully-approved online schedules for spring, for various reasons including having an immunocompromised family member. Stephen said that accounting also has full-time faculty members expecting to teach online. But since then, we have been told that there is a policy for spring that all FT faculty must teach at least one class on campus. Whatever the process was leading to this decision, faculty were not involved.</p> <p>This seems consistent with our concerns about a lack of transparency in several areas, particularly with the return to campus next term. Many of us are meeting with Jennifer and Mike Holtzclaw to discuss this. The union is also involved in the discussion.</p> <p>Teresa: Senate does not have a role in scheduling, but we do have our ongoing concerns about transparency, so we should continue this discussion. Jennifer Taylor Mendoza is scheduled to talk to the senate on 10/26, so we should be sure to raise questions about this.</p>	Information

New Senate Business

	Item	Presenter	Time	Details	Action (Motion/Resolution)/ Information//Discussion
1	President's Report	Teresa	2:45	<p>1. Brown Act update: we have heard from the district about how we should handle the emergency extension of the Brown Act changes that allow us to continue meeting online. A proposed resolution of the Brown act needs to be read into the record every 30 days to reconfirm that there is a state of emergency. It needs to be an emergency action item first so that we can add it to the agenda. We voted on the action item at this time, though it is listed with the other action items below.</p> <p>Move to approve: Michelle. Second: Lale. Approved</p> <p>2. District academic senate: there is a subcommittee of the district senate called the Teaching and Learning Committee. They have been involved in a number of important discussions in the past and are currently working on distance education issues, including clarifying the different labels such as hy-flex, hybrid, and distance. The committee is representative (i.e. they should have all three campuses) but right now there is no faculty representation from CSM. We need to nominate to the district senate, ideally from a STEM discipline and counselling. They meet 4-5 pm on the third Thursday of each month</p> <p>3. Hy-flex classroom list: Teresa submitted faculty feedback about the HyFlex classrooms to Mike Holtzclaw, who presented it to cabinet. There were some minor changes to the list, including adding building four. There were also some changes of classrooms in response to faculty feedback. We can continue the conversation, but it is not urgent that all decisions are made immediately, as this whole process will take some time: we will need to buy</p>	Information

		Erica		<p>We are ready for October, but planning for the January flex day is ongoing—with the 13th and 14th set aside. The plan right now: is for 1/13 to be CSM specific and hybrid, while the 14th will be a district day and will be online.</p> <p>Remember that you can put in proposals at any time. We will have to have the whole schedule done before winter break.</p> <p><i>DEAC:</i> we are focusing on the strategic plan for the next three years. Thanks to all who filled out the survey. We have been using this feedback, along with district and local initiatives, to look at all of the needs around distance on our campus to identify the goals, timelines, and resources needed to make the plans.</p> <p>We are also looking for more committee members and would love to have representatives from kinesiology.</p> <p>We are also working on making some changes to the senate bylaws around the description of the DEAC committee and committee membership—we are now reporting to Senate rather than IPC, for example, so this needs to be changed.</p>	
5	Action Items		3:15	<p>1) Resolution: Brown Act, Ongoing proclaimed state of emergency relating to the novel coronavirus causing the disease known as COVID-19, meeting requirements: we voted on this at the beginning of the meeting. See item 1 in the president's report for a description. Approved by all.</p>	Action

2) Academic Senate Goals for 2021-2022

Teresa suggested that rather than continuing to discuss the language, we focus on making these our goals for the year:

- Enrollment and course cancellations - AKA Strategic Enrollment Management practices
- OER ZTC - Structure for supporting faculty
- Dual Enrollment - Focus on qualifications and evaluation process consistency
- Curricular alignment

We discussed a few issues with each goal as we voted:

Enrollment: what we are looking for is transparency about and consistency in the process of making decisions about course cancellations. Todd said that the group continues to meet and they are currently doing some research on how other schools make these decisions. If you have knowledge of the policies of other community colleges, please let Todd know.

Important note: We will be discussing the issue of enrollment management at the next meeting at which Jennifer Taylor Mendoza will be present—but only for 30 minutes, from 4-4:30. So please think in advance about what questions you have.

Move to approve: Todd. Second: Lale.
Approved.

OER/ZTC: Lia suggested that we look for informational updates rather than have a senate ad-hoc group focusing on this task. So rather than have this be one of our goals for a subcommittee, we would like to shift to seeking information about the coming changes.

				<p>Move to approve: Todd. Second: Michelle Brown. Approved.</p> <p><i>Dual Enrollment:</i> Teresa suggested a change to the language in this case: we want to focus on teacher qualifications, appropriate pedagogy, and teaching locations, all concerns noted in our previous discussions of this issue.</p> <p>Move to approve: Todd. Second: Michelle Brown. Approved.</p> <p><i>Curricular alignment across the district:</i> We will continue to hear updates from the Curriculum Committee rather than assign a working group for this issue.</p> <p>Move to approve: Michelle Brown. Second: Daniel. Approved.</p>	
6.	Discussion items	Erica	3:30	<p>1) Proposal: Bylaws update - Distance Education Advisory Committee membership and chair selection</p> <p>The current language of the bylaws does not include anything about who DEAC advises or about the structure of the committee. We want to make sure that they are advising and not just making decisions without discussion.</p> <p>Current Language:</p> <ul style="list-style-type: none"> 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. <p>Proposed Changes</p>	Discussion

- 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.

The new language makes it clearer who DEAC reports to and better represents the role of the committee.

Todd: Language arts will be bringing some issues with Proctorio to senate next month. It would help to ensure that we are assessing the quality of technology we have available to us. This is an example of why we need to be clear on DEAC's role. Erica: would you prefer that DEAC be the committee that evaluates the actual tool or just provides the structure? Todd: DEAC is probably the place to evaluate the tools.

Erica: another change is about the actual committee structure. The current language says that DEAC is chaired by Erica and a faculty coordinator. The language will be changed to say it is co-chaired by an instructional technologist and faculty advisor.

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

		Allie Fasth		<p>development and a student representative. Committee meets monthly.</p> <p>Proposed Changes</p> <ul style="list-style-type: none"> • The committee is co-chaired by an 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. <p>Teresa noted another positive change , having a co-chair to ensure that we are prepared if someone leaves.</p> <p>We will now need an action item for the bylaws—and we need quorum to change the bylaws. We will bring this back as an action item on the next agenda.</p> <p>2. Guided Pathways Update</p> <p>Allie and other members of Guided Pathways (Trang, Kelsey, Yvette):</p> <p>We are in our 5th and final year of funding. We have consistently talked of this project as a way of reimagining the student journey. Our team wanted to make sure that all students are getting more help from us, rather than leaving them to figure it out for themselves.</p>	
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Back in 2017-2019, we focused on unpacking what guided pathways means and how it applies to our school: what are our assets, where do we have gaps?

In 2019-2020, we started leading faculty through the mapping process for their academic programs. The program mapper is here: <https://san-mateo.programmapper.com/academics>

In 2020-2021: We worked with many on campus to design drafts of different program maps. We were able to launch “meta majors” which we are now calling “academic and career communities.”

We also developed the program mapper and are now working to identify how we can support students in these structures.

The work we’ve done so far has been the foundation: the meta majors, for example. Now we want to bring these programs to life by focusing on the student experience.

Our support teams consist of a faculty member, staff member, counselor, student, and often librarian. We have five of these teams for the ACCs. We are trying to understand what services are already available to students and we want to work to identify the gaps on campus.

We are also growing into developing these teams to look at data to inform how we serve our high needs students and focus on retention.

Four related projects will be our goals for the coming years:

1. Build community and belonging for students. We have a lot of part time and evening students, but we want them to feel they have a home base at CSM.
2. Supporting high needs students first: this is the main equity work we are doing.

3. Partner with existing programs
4. Continue to develop integrated career and transfer opportunities

A lot of this comes down to improving how we communicate with students.

Todd: In ESL, we are working on having a program services coordinator because we need to ensure that our students are not forgotten or dispersed in the school—even though our students are a cohort and need to feel part of the community. Because ESL is not an academic or career community, we need to have a program services position to help create these connections.

Teresa: is it possible to show how other classes such as ESL and other services are part of the ACC communities? Allie showed us how the map in biology shows the link between the communities and other courses including what ESL courses a student will take before the biology degree.

Allie: we are working on integrating academic and career communities within existing campus structures. We are trying to make sure that they are embedded in our day to day language so that all faculty are part of the process as much as students. We are working on three year maps, part time maps, specialty maps—for example, architecture and nursing. We will continue working on the program mappers as we build out to meet the needs of students.

We are also working with PRIE to gather both qualitative and quantitative data about what student needs are.

We have 10:45 presentation tomorrow if you are interested in learning more. Allie also shared a link to the ACC page that you can share with students:

<https://collegeofsanmateo.edu/communities/>

		Teresa		<p><i>Requesting agenda items for Senate:</i></p> <p>Teresa shared how Skyline uses a form to request agenda items for senate: https://smccd-czqfp.formstack.com/forms/skyline_academic_senate_agenda</p> <p>We should think about whether or not that is an appropriate tool for CSM.</p> <p>Also, a reminder: Jennifer Taylor Mendoza will be joining us at the end of the next meeting, 4-4:30. Be sure to think about what questions you have.</p> <p>Meeting adjourned at 4:25</p>	
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Future Discussion Topic)

- 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).