

# COLLEGE OF SAN MATEO ACADEMIC SENATE AGENDA

Tuesday, November 23, 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.*

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## Agenda

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### I. Order of Business, 2:30 – 2:40

- 1) Approval of the Agenda
- 2) Approval of Minutes (October 26, 2021 and November 9, 2021)
- 3) Public Comment (2 minutes per)

### II. Information Items, 2:40 – 3:00

- 1) President's Report
  - a) Announcements and updates (IPC, ASCCC Plenary Report, DAS)
- 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; faculty chair
  - d) OER Update; Lia Thomas/Chris Smith

### III. Action Items 3:05 – 3:30

- 1) The Great Read – Guided questions – last edits and group assignments

### IV. Discussion Items, 3:30 – 4:30

- 1) Course cancellation practices at CSM – conversation with Mike Holtzclaw
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## Next Meeting

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- **Next meeting:** December 14, 2021
  - **Location:** Zoom, 2:30 p.m.
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## Future Discussion Topics (Needs updating)

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- The Great Read – Program Review 2021 (January 2022)
  - Promoting equitable practices in the classroom (TBA)
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## 2021 - 2022 Senate Goals – Approved

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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.
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## Zoom ground rules:

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- 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).

**11/23/2021 MEETING MATERIALS (FOR REVIEW)**

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**Course Cancellation - What do we know and want to know – SUMMARY OF RESPONSES**

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**I am confused by...**

Who makes the final call?

Why are faculty not in those decisions?

Cancellation decisions that are different across the district colleges

Timing of cancellation decisions

Why a section could be cancelled with less than 20 students enrolled?

**Where do I find?**

Principles behind the cancellation guidelines

Information on the impact cancellations have on students (waitlists, course sequences, etc)

**Other Questions**

Considerations around seniority, course cancellation impacts on benefits for adjunct faculty – unclear.

Clarity around how/if student registration behavior is considered in course cancellation actions

What happens to students who were in cancelled sections?

Are students who did not pass the previous semester considered prior to class cancellations?

**I think we need a policy/procedure for ....**

Communication protocols and messaging to students – consistently applied

Communication/messaging to affected faculty

Involving faculty in decisions to cancel classes

Communicating criteria that lead to a class cancellation.

Process to appeal a class cancellation