



ACADEMIC SENATE

DRAFT Meeting Minutes

February 8, 2022
 Zoom Meeting ID: 442 779
 680
 1700 W. Hillsdale Blvd.
 San Mateo, CA
 2:30 – 4:30 pm
[Website](#)

Executive Committee 2018-2022

Teresa Morris/Arielle Smith
 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 Arielle Smith	Vice-president Treasurer Secretary President

Senators Present

Name of Senator	Division
Michelle Beatty Michelle Brown Yvette Butterworth Jennifer Howze-Owens Vincent Li Trang Luong Andrea Morales Gil Perez Kevin Sinarle Lia Thomas (she/her) Finausina Tovo Christopher Walker Katherine Webster Todd Windisch Lale Yurtseven	Math Science CASS Math Science ASLT Business Counselling ASCSM Counseling Counselling ASLT ASLT Curriculum Language Arts Language Arts Business Technology

Others Present

Name	Representing
Madeleine Murphy Liz Schuler	CTL, SLOAC CTL, PD

Opening Procedures

Item	Presenter	Time	Details	Action/ Information/ Procedure
<p>I. Order of Business, 2:30pm – 2:40pm</p> <p>a) Approval of the Agenda</p> <p>b) Approval of Minutes (January 25, 2022)</p> <p>c) Public Comment (2 minutes per)</p> <p>II. Consent Agenda 2:40-2:45pm :</p>	President	2:33	<p>I. Order of Business, 2:30pm – 2:40pm</p> <p>a) Approval of the Agenda Some new hiring committees and faculty participation on non-hiring committees have been added, as well as one more peer evaluation committee from Kinesiology</p> <p>Move to approve: Daniel; Second: Todd. Approved by all</p> <p>b) Approval of Minutes (January 25, 2022) Approved</p> <p>II. Consent Agenda 2:40-2:45pm : Resolution: Brown Act, Ongoing proclaimed state of emergency relating to the novel coronavirus causing the disease known as COVID-19. Move to approve: Michelle Brown; Second: Kevin; approved</p>	Procedure
Public Comment	Public	2:37	No public comments	Information

New Senate Business

	Item	Presenter	Time	Details	Action (Motion/Resolution)/ Information//Discussion
1	President's Report	Arielle	2:40	<p>A reminder that the completed rubrics from "the great read" are due today. Please make sure that you submit just one review per group.</p> <p>A few other notes:</p> <ul style="list-style-type: none"> PTK needs a new faculty adviser The EMP Reimagining group, which has been working to review and revise our mission statement, needs more faculty participation. It meets once a month. Chris said he went to the first meeting and noticed a lack of faculty participants—this is important work, looking at a complete overhaul of our mission statement. 	Information

2	ASCSM Update	ASCSM	2:42	<p>Andrea (update at 3:24)</p> <p>ASCSM continues to work on programs to support undocumented students. We now have created an inclusive fellowship for students—it is to be called “Creating Leaders” . This will take place for one semester and we are trying to start with 3-5 students, in addition to a student leader. Students in the program will work three hours a week. Andrea will be presenting this in more detail in our next meeting because they are looking for mentors who want to be a part of this program.</p>	Information
3	Standing Committee Reports	Chris Walker	2:50	<p>Curriculum Committee, Christopher Walker, Chair</p> <p>At the district curriculum level, we just finished the “credit for prior learning” project from the fall, so the new catalog will reflect this work.</p> <p>We have also begun discussing district alignment plans in more depth. We may be asking faculty to look more closely at aligning curriculum. There is no law that says we have to, but it is best for students in our district.</p> <p>Locally, our next meeting is coming up this Thursday and we hope to complete all of the new classes for the next catalog.</p> <p>b) Committee Teaching and Learning, Liz Schuler/Madeleine Murphy</p> <p>There are no updates, but both Liz and Madeleine said they were looking forward to our father discussions of the “Great Read.”</p>	Information
		Jennifer Howze-Owens	2:55	<p>c) Distance Education Advisory Committee; Jennifer Howze-Owens</p> <p>A few things for spring: QOTL 1 just started last week; QOTL 2 will start on the 22nd. Please feel free to jump in to participate.</p>	

		Lia Thomas	3:00	<p>DEAC is also working on updating the online faculty handbook, which should be done by the end of the term.</p> <p>We have also been getting more feedback from faculty and students on the Proctorio issue. We hope to be reporting back on this in March.</p> <p>We have also been asked to give a future presentation on HyFlex—a modification to what was presented on the January flex day.</p> <p>d) OER Update; Lia Thomas</p> <p>The OER/ZTC teams at all campuses are working on finalizing definitions for the whole district. “Open Education Week” is March 7-11 so please keep your eyes peeled.</p> <p>Also note that division assistants will be seeking ZTC designations for the summer soon. Lia will be sending out a decision tree for faculty to see if their courses are ZTC or not.</p>	
5	Action Items		3:05	<p>1. Hiring committee approvals</p> <p>Note that we will be discussing the process of hiring committee approvals later in this meeting. We are trying to clarify the process since faculty have raised a number of questions at senate meetings.</p> <ul style="list-style-type: none"> • Computer Information Science (Software Engineering) Move to approve: Todd; Second: Lale. Approved • Cosmetology: Move to approve: Todd Second: Michelle Brown. Approved • Swim/Water Polo Coach Move to approve: Lale Second: Daniel . Approved • Chemistry Move to approve: Lale Second: Michelle Brown. Approved 	Action

- Learning communities counselor hiring committee

Comment from Finausina Tovo: this position is for learning communities, so why are there two deans on the committee? If this is a counselling position, it doesn't make sense ot have two deans. These are counselors who don't work with specific learning communities.

Arielle said that we technically only approve faculty members.

Finausina: the concern is that this is still too counselling-focused. It may not have the same amount of value when there are no faculty members who work with these groups. I am still confused about this position—this isn't something that we were really pushing for as a division but I understand that it is a need. The goal is to serve the communities.

Christopher: is this an actual counseling role?

Yes—but there are no rules on who can be on the hiring committee if we understand that the hiring committee isn't reflective of what the role is supposed to be. And I'm still not sure why there are two deans on the committee.

Arielle gave a little more information on the people on the tentative committee, but also said that we can send it back.

Finausina: I would ask to replace one of the deans with a faculty member who is regularly interacting with students in the committee.

Todd: this seems like a clear request for more information, so we can come back to it later

Move to approve: Todd Second: Kevin
We voted to return this for more information

2. Faculty appointments to non-faculty committees:

- Promise Scholars, Program Manager:
This is an academic-supervisory role, that supports the daily operations of the program. Promise staff and counselors

				<p>continue to report to their respective supervisors Move to approve: Kevin Second: Todd.</p> <p>Vote: seven in favor, two abstentions and two against. Approved.</p> <ul style="list-style-type: none"> • Sparkpoint Director A reminder that this will be the only faculty member on the committee—we are just approving the faculty appointment. Move to approve: Michelle Brown Second:Fi Tovo. Approved • Math/Science Title V Grant Program Services Coordinator: Chris supported the request due to this faculty member Move to approve: Kevin Second: Lale. Approved • Two peer evaluation committees: kinesiology and counselling Move to approve: Lale Second: Todd Approved 	
6.	Discussion items		3:35	<p>1. Discussion of faculty hiring committee guidance document</p> <p>We have had several discussions about how these committees should be constructed, so we are hoping to get some ideas in writing—so that there is more formal guidance.</p> <p>What are we looking for in these committees? The more concrete our suggestions, the better.</p> <p>Kevin: we want to see the composition of the whole committee so that we can get the context; a description of the job might also help.</p> <p>Todd: I would also like to see what the requirements of the composition are—for example, we don't all know the rules about the ratio of faculty and staff: What are the minimum requirements? Even if this is board policy, it would help to get clear language about it.</p>	Discussion

Arielle: All faculty hiring committees need to have a majority of faculty participants (so 50% +1 faculty members)

Chris: There also needs to be a full-time faculty member who is a content expert. There should be a minimum structure—something that would be a starting point. We would also like to see a second faculty member from a related discipline and a third member from an unrelated position.

Lale: if we did this we would have four faculty plus the dean—this seems like a hard number to meet, especially on the point of related disciplines.

We need to be clear what we mean by related disciplines.

Todd; is there some possibility of turning this guidance document into a form that the dean fills out?

We could ask for assigned roles and other simple questions—as well as for a short rationale for why they made the choices they made. I would go as far as to say “If you can’t have faculty from the same, then move to a related discipline.”

Kat: I like the idea of creating a form with some simple questions: could we ask an open question like “how does this contribute towards campus equity.”

Arielle: this is a great idea—the deans can just send the complete form

Lale: I would like to see something where we don’t end up with a committee with the same background, gender, ethnicity.

Todd: we could say what our ideal is, but also allow deans to explain—things to consider, rather than a list.

Lale: I think with having the opportunity to go across disciplines and divisions, it would be possible to meet most diversity goals. We could

say that they should include various dimensions of diversity.

Chris: We can also just have something like “reflect the diversity of our campus,” and also ask for a rationale if we don’t meet the guidelines.

Arielle took notes on the discussion to add to the guidance document. The next steps are to finalize and seek for approval. The timeline will probably be to seek approval this semester and get it in place for next year. This gives us enough time to really get feedback from everyone and to figure out the best way to create a form that shares the information with everyone who needs it. It will hopefully make everything faster.

Our next meeting will include a discussion of HyFlex, but otherwise focus on “the Great Read.”

Meeting adjourned at 4:15.