



ACADEMIC SENATE

Meeting Minutes

April 12, 2022
 Zoom Meeting ID: 442 779
 680
 1700 W. Hillsdale Blvd.
 San Mateo, CA
 2:30 – 4:30 pm
[Website](#)

Executive Committee 2017-2022

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 Teresa Morris Arielle Smith	Vice-president Treasurer President President

Senators Present

Name of Senator	Division
Michelle Beatty Michelle Brown Yvette Butterworth Jennifer Howze-Owens Vincent Li Kevin Sinarle Lia Thomas (she/her) Christopher Walker Katherine Webster Todd Windisch Lale Yurtseven	Math Science CASS Math Science ASLT Business Counselling Library Curriculum Language Arts Language Arts Business Technology

Others Present

Name	Representing
Madeleine Murphy Erica Reynolds Liz Schuler Jennifer Taylor-Mendoza	CTL ASLT CLT CSM President

Opening Procedures

Item	Presenter	Time	Details	Action/ Information/ Procedure
Approval of today's agenda	President	2:34	<ul style="list-style-type: none"> Lia requested that the discussion agenda item 1, Library Faculty Letter – request for support for Library Systems & Application Developer—be moved to action items. Teresa: this requires a separate vote from the approval of the full agenda. Move to approve this change: Todd; Second: Madeleine; Approved by all. Approval of the full agenda with this change: Kevin. Second: Todd. Approved by all. Consent agenda: Resolution: Brown Act, due to the ongoing proclaimed state of emergency relating to the novel coronavirus causing the disease known as COVID-19, senate meetings will be held online. Move to approve: Todd. Second: Yvette. Approved by all. 	Procedure
Approval of past minutes	President	2:38	Minutes accepted with no changes	Procedure
Public Comment	Public	2:39	<p>Lale: We had requested for senate to approve an equivalency committee. I'm not sure how the process works, but it has not happened yet, and but it is time sensitive—we cannot interview anyone until we have equivalency for them. I heard that the senate has not responded to our request yet—the request was sent out before spring break.</p> <p>Arielle: It is a confidential process, so we cannot discuss details in this meeting, but the process is moving forward. I have not received any information yet, but as soon as I do I will be happy to respond.</p>	Information

New Senate Business

	Item	Presenter	Time	Details	Action (Motion/Resolution)/ Information//Discussion
1	President's Report	Arielle	2:50	<p>At yesterday's District Senate meeting, we had two substantive discussions.</p> <p>The first was about student parking, with people from public safety and the district budget office. They were very clear that there is no compelling</p>	Information

reason to sell student parking permits: we are an open campus, and public safety really don't have any staff dedicated to parking enforcement. From the access perspective, there is really no reason for it.

From the budget perspective, the permits and parking citations generate about 1.7 million in revenue district-wide—money that goes towards public safety and parking lot maintenance.

We are going to be getting some more information on potential budget impacts if we were to do away with the current system completely—depending on whether there are other places where they can find the money to fund these programs.

We can discuss this here if this is something you want to talk about more as a group.

Michelle Brown: What input could we give the budget office that they would consider? Arielle: that is a good question. I can get more information on what would help the discussion and see if there is something specific that they would like from us, or if they just want us to take a stance on it.

Kat: this seems like an issue worth considering if most classes are going to be moved back to -in person. Students have been late to class or unable to make it if they cannot find parking nearby. But I doubt many people come to this campus just for fun, so would getting rid of the permits really restrict access for students?

Lia: I was at the meeting also, and they were talking about offsetting the loss of revenue by charging faculty and staff for parking. I don't think that's a real answer, but we should probably talk about it a little more. They also said that without the permits or a method of enforcement, students could just park wherever they want, including in staff lots, so I think we could use more discussion on this.

Christopher: I have already noticed that without the placard, way more students are using faculty and staff lots. It's not a big deal right now, but in the future, I would want to know that there is still

				<p>a way to maintain some control over the faculty and staff lots.</p> <p>Arielle: I will see if I can bring Brian Tupper come to our meeting.</p> <p>The second item was about the free college bill, SB893, Becker, Financial Assistance for Community College Students in Need, a bill that Steve Lehigh shared with us in the last meeting, giving us the AFT perspective: they are not in support because they are worried about how it will affect the funding streams that we already have. I think the goal was to get a statement of support from DAS.</p> <p>However, the consensus of the meeting seems to be that this bill that was written really broadly—it is not clear what the potential consequences or implications are, how much money it would cost, where that money is coming from, which students would be impacted, what the criteria is for selecting students in need—so we gave that feedback, and I believe Kate left the door open to resume discussion next month. The DAS minutes will have more extensive details on this subject.</p>	
2	ASCSM Update	ASCSM	2:54	No representative present	Information
3	Standing Committee Reports	<p>Christopher</p> <p>Madeleine</p> <p>Liz</p>	2:54	<p>1. Curriculum Committee</p> <p>At our last meeting, we discussed edits and changes to the curriculum handbook—we are hoping to have at least some of it done by the end of the semester. We actually cancelled this Thursday's meeting since there were no courses to discuss. But at the end of April, we will have a follow-up meeting to edit the curriculum handbook.</p> <p>2. CTL</p> <p>I don't know that we have updates—we haven't met since last senate—other than flex day</p> <p>Flex day is next week—I just want to make sure it is on everyone's radar. We are going to be doing some multimodal sessions.</p> <p>The August flex day has to be done by the end of this semester.</p>	Information

		<p>Jennifer Howze-Owens</p>	<p>Madeleine: On a related assessment note, we have been discussing setting a time aside on flex days for assessment planning.</p> <p>3. DEAC</p> <p>We are attending our last division meeting this Friday, Business and Technology.</p> <p>We are also working on a HyFlex training that will support the multi-modal classrooms. We know there are a lot of questions, so we are working on making sure that faculty who are interested in teaching in these upgraded classrooms have the support they need.</p> <p>Todd: I am teaching a multimodal class this semester in 36-319, which I think is the only classroom that is fully upgraded. But I noticed that I have been placed in a different classroom for fall, and it seems like we have to wait until fall to know if I will be in one of the multimodal rooms. There still seems to be trouble getting classes in those rooms—this is something that we already had a problem with this semester, as I did not get moved into the multimodal class until two weeks into the semester.</p> <p>Jennifer: We are trying to work through the messaging and we have brought attention to our dean to make sure that we are all aware that this has happened, and we are hoping to make the process of classroom assignment much clearer.</p> <p>Arielle: I forgot to mention that I put my name in the hat for the DAS president-elect. If I get it, we absolutely need to have someone else come on as CSM senate president. So I am just putting in the call to all of you who are here right now. Please consider it and please reach out.</p> <p>Michelle: how much release time do Presidents get and how long is the commitment—two years? Arielle: We basically get 100% and the normal commitment is two years.</p>	
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		Lia		<p>4. OER/ZTC</p> <p>We were actually discussing release time also: one school has a job board that lets everyone know what release time is available. We actually need an OER liaison right now.</p> <p>I don't have much for updates—Erica will be sharing more later. I'm not sure if people are aware that there is 115 million dollars that the governor signed in July to eliminate textbook costs for our students. The chancellor's office has been sitting on this since July, so we are trying to get a better understanding of what is happening. The latest I've heard is that there is a Freedom of Information Act query to find out what is happening.</p>	
5	Action Items	Lia	3:10	<p>1. Library Faculty Letter – request for support for Library Systems & Application Developer</p> <p>To give you some background: In November 2018, library faculty asked for support from the senate to implement the library services platform project, LSP, and support came through. Since January 2020, we've had a full-time temporary position that expires June 30. We are now asking to make the position of library systems and application developer permanent.</p> <p>This is a district-level ITS position that supports the library. This role has been essential to connecting students to online resources and technology as well as connecting our libraries across the district. We will be asking district senate as a whole to support this request. Today we are asking for senate support for this letter. \</p> <p>Kat: who holds the position right now? Lia: That's Stephanie Roach, who used to be a librarian here.</p> <p>Move to approve: Todd; Second: Kat. All approve</p>	Action
6.	Discussion items	Erica Reynolds	3:15	<p>1. OER/ZTC recommendations from DEAC</p> <p>This agenda item has been moved up as Jennifer Taylor Mendoza is expected to arrive at 3:30.</p>	Discussion

Erica shared the recommendations that the OER/ZTC group came up with for Senate. This is not only about distance education—these issues are relevant to the cost of course materials for any modality.

We are first asking to make a resource request for ASLT for an OER/ZTC faculty coordinator role, similar to the role that Cañada already has.

The other request is to create a senate subcommittee for textbook affordability that could include different divisions, the bookstore, a dean or VPI. There is a district textbook committee that meets already, so we feel that CSM should have representation there also via members of this subcommittee. Arielle later asked if this is meant to be a standing committee. Erica: it could be a temporary task-force. But Lia said the Cañada group is a standing subcommittee. We can continue to discuss this.

Lastly, we are asking for some work to be done on the curriculum side, perhaps revising the handbook and also updating the fields on Curricunet to include language about textbook costs.

Todd: Is this a new position or release time? Does funding for this depend on the state funding you mentioned earlier?

Lia: The coordinator at Cañada gets 20% release time, and the funding does not depend on the money released by the state.

Arielle: Regarding the committee: Task forces tend to be short term, about two years. If this is anticipated to go on longer, it should be a standing subcommittee.

Christopher: the curriculum changes would probably not require long-term work, but other issues might. The handbook should be ready in fall.

Arielle: in terms of next steps, what do you need from us?

Erica: it would be nice to establish the subcommittee at the end of this year.

		Jennifer Taylor-Mendoza	3:30	<p>2. Visit from President Jennifer Taylor Mendoza</p> <p>I am mostly here to share some updates and answer any questions you might have.</p> <p>At the town hall, we had about a113 who attended. We discussed some construction projects. We've had several delays, as some of you know, and there has been an escalation of costs, so it was good to just hear some updates. If you were not able to attend, the town hall is recorded.</p> <p>Also, cabinet members provided updates—we will be moving forward with our VPSS position. And we also talked about wellness and health and how we talk about a college infrastructure that allows us to support health.</p> <p>Madeleine: is the idea of workplace wellness to have some specific proposals to work on in the coming year? Jennifer: absolutely—we have several proposals already for the coming year.</p> <p>Todd: I have noticed recently that there has been a lot of understaffing in some departments or divisions. For example in ESL, we asked for a program services coordinator, but we have not found a person who we can direct students to for help with the matriculation process. But we keep hearing that every department is understaffed. Is this something you have noticed? Is there a plan?</p> <p>Jennifer: Please ask the dean to bring it to my attention. I have been trying to help the campus with effective communication—I think we need some work at the communication from cabinet to deans to faculty.</p> <p>One of the things I noted in my 100 days assessment is that is that there are certain areas that are very much under resourced. ESL is one of those.</p> <p>Many of the things we are working on are not just initiatives—they are part of our responsibility to the surrounding community. For example, Coastside programs: It is sad that it has been</p>	
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more than 11 years since the coast community has had CSM's presence. We are also trying to work with many community partners to let them know that we are ready to go.

Kevin: I appreciate the support that counselling has gotten from everyone on campus and you as well. But in the last year and half, we have heard many times from students that admissions and records is understaffed—it is taking a long time for students to get information.

Jennifer: yes—this can lower morale, and there is turnover in this area. People are doing the best they can, but this is an example of a very under resourced area. We are looking at how we can restructure it—I am concerned, so this is on my list of priorities.

Arielle: I know we only have a few minutes left, but I was hoping you could speak about the 70% target for on campus classes.

Jennifer: we are trying to build the best schedule for students. I think in the start of the spring it was about 61% face-to-face or hybrid and 39 online, while before the pandemic it was 15% online and 85% in-person.

The 70% goal was our aspiration, but we have to see what students want—it might end up being 50-50 instead. Also, 70% does not refer to every department—we need to be flexible. We are in close communication with student senate, which is helping a lot.

When we launch our strategic enrollment management task force, which will include faculty, classified, and students, we will talk about how we can have a comprehensive assessment plan to gauge modality.

Teresa: I have two questions. For Jennifer: what is the timeline for the strategic enrollment management group—is that for fall? (Jennifer—yes—fall).

And secondly, for senators: I know that you asked if Arielle and I to attend the summer leadership retreat on the 15th and 16th of June, but there was opportunity for someone else on

		Arielle	4:05	<p>the senate to go. If you are interested in going— it is also paid.</p> <p>Jennifer: one other thing that we are trying to do is discuss what our policies are as a college for surveying students and it is not through PRIE— what are some norms around that so we come to agreement so that students are not compromised.</p> <p>Thank you for inviting me.</p> <p>3. Academic Senate process for 10+1 faculty coordinator positions – DE, PD and SLOAC</p> <p>The final item on our agenda is strongly motivated by Madeleine stepping off her coordinator position for SLOAC—and we need to recruit for positions like this one.</p> <p>We are aware that we don't have a really good process for how we fill senate subcommittee positions. Curriculum has their own processes in their committee, but for other positions—DE, PD, SLO coordinators, we don't have a uniform process to follow. So Teresa and I worked at a simple way of establishing that.</p> <p>We broke down the process into six steps to establish norms: the current coordinator updates the job description and sends it to the senate president, and the president then reviews it with the reporting dean. The senate and CSM then send out a recruiting announcement with the senate president as the primary contact. Interviews then take place with the current coordinator, dean, and senate president. The interview committee will then decide on a coordinator. This process will be completed by the penultimate senate meeting of the term.</p> <p>This is something like what was suggested at the beginning of the meeting—having a centralized place where release time positions are made clear. At this point, we are interested in any feedback.</p> <p>Christopher: the biggest help for me was shadowing Teresa for a semester—should we</p>	
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push the application deadline up a little bit to ensure that all applicants would have time for that?

Madeleine: The only issue is the word “applicants”—what if there aren’t any? It took a long time to get anyone interested in being SLO coordinator—part of the problem is that it is hard to get anyone to take these positions. So there might need to be part of the process that requires us to make sure we have lists of interested people.

Teresa: Yes, recruitment needs to happen, but we need to make sure that everyone is aware of these positions. In order to get new people involved, this recruitment announcement process needs to be institutionalized and normalized.

Kat: I think part of this is a marketing problem—it is almost like we are creating job announcements for people who already have jobs. As instructional faculty, I did not apply with the idea of working on campus committees. So maybe just on the marketing angle, maybe we need to know right away what kinds of skills or interests people should bring.

Arielle: To add one more pitch: we also have a sustainability chair position that is open if anyone is interested. I do not have specific information, but if anyone is interested, please let me know.

Meeting adjourned at 4:21