



ACADEMIC SENATE

DRAFT Meeting Minutes

April 26, 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 and Arielle Smith
 Co-Presidents

 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 Arielle Smith	Vice-president Treasurer Secretary 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
Marianne Kaletzky Madeleine Murphy Tamara Perkins	AFT CTL AFT

Opening Procedures

Item	Presenter	Time	Details	Action/ Information/ Procedure
Approval of today's agenda	President	2:35	Move to approve: Daniel Second: Todd All approve	Procedure
Approval of past minutes	President	2:38	Minutes will be approved at the next meeting	Procedure
Public Comment	Public	2:39	<p>Teresa: please share with your students and consider attending the "Rise in Revolution" Conference being held at CSM—details were sent out with the meeting notes.</p> <p>Yvette: One of the faculty in our division has requested that senate discuss the icons currently in use in WebSchedule; while they are meant to indicate important things like HyFlex classes, they seem to be confusing faculty and staff, as well as students. It is hard to locate the key for the icons.</p> <p>She was also concerned with how we are informing students about what to expect in online classes. For example, some have proctored exams online, while others require students to attend in-person for exams. This also is creating confusion.</p> <p>Kat: In language arts, we have also been hearing that students are confused by the current Webschedule icons, and it is hard for students to know where to look for the key to the symbols.</p>	Information

New Senate Business

	Item	Presenter	Time	Details	Action (Motion/Resolution)/ Information//Discussion
1	President's Report	Arielle	2:43	<ul style="list-style-type: none"> At the IPC meeting, we heard from a consultant brought in to discuss "space utilization" on campus. Some classrooms are often empty. There are also classrooms that are oversized/undersized for the ways we use them (for example, a class of 20 may be held in a room for 80 people), so there was a discussion of "right sizing" classrooms. This matter may be discussed in more detail in future board meetings. <p>IPC also discussed "wayfinding and signage" across campus, meaning maps, information boards, markers for finding paths across campus</p>	Information

				<p>for people with mobility challenges. The goal is both clarity and consistency.</p> <ul style="list-style-type: none"> At district senate, we continued to discuss the parking permit system—before and after the pandemic. As noted in the last CSM senate meeting, parking permits may no longer be necessary and there is some criticism of the policy of charging students for parking. We should be having our own local senate discussions on this topic. <p>We also discussed faculty evaluations: https://smccd.edu/academicsenate/work.php</p> <p>The link is to the district senate website, where you can review the evaluation forms. The due date for responding is in the next couple of weeks.</p> <ul style="list-style-type: none"> Arielle: I have one update related to a discussion item later in the agenda: As of this week and continuing through October, I am acting dean of enrollment services. <p>Because Teresa will be out for a sabbatical in the fall, this leaves us without a senate president, so we will need to discuss a temporary replacement.</p> <p>Teresa: there is also a call for participation for the textbook affordability task force—we will need to get this up and running by the end of the school year.</p> <p>CSM president Jennifer Taylor Mendoza is taking the management leadership on a retreat to the exotic location of Half Moon Bay. This is a 2 day retreat, June 15-16: she has asked for two members of all senates to go to the leadership retreat. The event is paid at the special rate. We will likely be discussing the EMP and also the book <i>The Sum of Us</i> by Heather McGee, who will be speaking at flex day</p>	
2	ASCSM Update	ASCSM	2:	No representative present. Terresa noted that student elections take place this week	Information

3	Standing Committee Reports	Christopher	3:00	<ul style="list-style-type: none"> Curriculum committee <p>We skipped a curriculum meeting two weeks ago, but we will have one on Thursday this week. We are making a few edits to deal with prerequisites in English. We are also working on the current handbook.</p> <p>The district committee also met and discussed the changes we have made district-wide this past year—the AP exam projects and extending credit for prior learning to associate degrees. This gives us a chance to see where curriculum is (and is not) aligned across the district. We will also be discussing the structure of the district committee and how it interacts with our local committees.</p>	Information
		Madeleine	3:02	<ul style="list-style-type: none"> CTL <p>Please remember to evaluate the flex day: https://tinyurl.com/yjtwnd6 (use the drop down menu to select sessions)</p> <p>Also, we are planning the August flex: proposals will be considered by May 6th: https://collegeofsanmateo.edu/professionaldevelopment/flexday.asp</p> <p>We also discussed the program reviews, focusing on the jam boards that came out of the senate discussions, looking for trends and ideas for future flex days. We noted that discussions of the data are often problematic—we might need more training and rethinking how we ask faculty to use data.</p> <p>We also discussed what we've gained and lost from COVID. Collaboration is one of the things that people like from the Zoom era—there was a lot more of it.</p> <p>Liz has been doing a ton of work on the flex days, planning virtually everything. We do have a main theme: advancing equity through institutional collaboration.</p>	
		Jennifer Howze-Owens	3:10	<ul style="list-style-type: none"> DEAC <p>The only major update is that QOTL is rearing up for summer. If you are aware of new faculty hires in your division, please encourage participation.</p>	

		Lia	3:12	<p>The summer is already booked, but there is also fall.</p> <p>We will be discussing Proctorio in future meetings: our listening tour is complete, so we will be sharing what we have learned.</p> <ul style="list-style-type: none"> • OER/ZTC <p>Webschedule for summer and fall have been published: please check your classes to make sure they are correctly listing ZTC information. Please also remind others to do so as well.</p>	
5	Action Items		3:12	<ul style="list-style-type: none"> • Committee Approvals <p>Kim Lopez is being appointed Canada president. Jennifer Taylor Mendoza has been putting together a hiring committee for the VPSS position, and has consulted with senate about faculty to put on the committee. Jennifer is hoping to fill this position for some stability in this area—they've had a lot of changes in the last five years.</p> <p>Committee make-up: Administrator</p> <ul style="list-style-type: none"> • Krystal Duncan <p>Faculty</p> <ul style="list-style-type: none"> • Gil Perez • Maggie Barrientos • Jesenia Diaz <p>Classified Staff TBD</p> <p>Lale: I deal a lot with this office—I would like to see more people from other divisions. It would especially help to have faculty who have dealt a lot with student services. Can we put an announcement out for deans to ask their divisions?</p> <p>Teresa: The senate does not control administrative hiring; instead, the president constructs the hiring committee. But we can make a recommendation.</p> <p>Arielle: I'm not sure they can add anyone, so they might have to take someone off to meet this goal.</p>	Action

				<p>Lale: I would still like to move to call for an additional faculty member to serve on the committee.</p> <p>Note: We voted first on approving the existing committee, then on including a request for an additional faculty member.</p> <p>Move to approve the existing committee: Stephen Second: Madeline</p> <p>Votes: Yes: 10 No: 1 Abstain: 2</p> <p>Teresa: we could still make a motion to ask for an additional faculty member—though the president does not have to make this change.</p> <p>Lale: move for the senate to add faculty to VPSS hiring committee - from VPI reporting structure. Todd: second Votes: Yes:9 No: 0 Abstain: 3</p>	
6.	Discussion items		3:15	<p>1. Temporary ASGC presidency (August – October 2022)</p> <p>As noted above, Arielle will be acting dean of enrollment services through October, so we will need an interim president for senate.</p> <p>Our bylaws do not help for this situation, which is so specific.</p> <p>We are going to put out a request for anyone who is interested in serving as an interim president from August to the end of October—this would be the equivalent to about 10 units (or about 67% of total hourly load).</p> <p>I have lists of duties and responsibilities, but the big ones are to make sure that tenure review committees are viewed for approval; do our goal-setting as a body at the beginning of every term; approve faculty committee memberships; cover Brown act rules; and be involved in the resource</p>	Discussion

requests. IPC attendance is required, and attendance at other meetings is frequently necessary. If this interests you, you will not be hung out to dry! Arielle will still be on campus; past Presidents are also around for support.

If you are interested, please fill out the form: <https://forms.gle/VXwKJV3HXWDvLVJd7>

We are leaving this open until May 3 at 1pm. The executive committee will meet—if there is more than one person interested we will make a decision.

We may need to revisit the bylaws on this issue—temporary replacement is not covered.

3:40

2. Workload pilot and Committee assignments

Please take a close look at the pilot form (attached to the meeting announcement) and consider any questions you might have. If there are questions about something that you want to participate in or that is not reflected on here, there is a district-wide group that is going to be working on this project.

Teresa: this also helps us to share institutional knowledge—more people getting involved means more people sharing their skills in different places. More people should get involved in these committees.

Marianne Kaletzky: Thank you to everyone who attended the flex session about the workload pilot. We will be putting together FAQ lists for everyone. But if there are issues with something that seems like it is not there or that you don't know how to categorize, that is where we would have a workload committee.

The pilot is due in May (up to May 31st) so that we have time. We want to make sure this is a pilot where we can see what works and does not—we want a better sense of what committee and service work is done in the college.

		<p>Tamara Maryan</p>	<p>Kevin: sometimes things pop up in the middle of the semester. Can we modify the plan?</p> <p>Marianne: that is the plan—you and your dean could modify your plan. You can bank points, and adjust plans—a lot of things are not known in May that could come up over the next year.</p> <p>Teresa: for example, we have 12 faculty hiring committees now—that was not known last year.</p> <p>Kat: if there is something that comes up that we are spending time on that does not fit into one of the predetermined categories, should we just do our best to come up with a title for that activity and talk to our deans? How is that decided?</p> <p>Marianne: yes—you and your dean should be able to talk about what is appropriate and discuss this with the workload committee. The committee would not make the decision.</p> <p>Christopher: for those of us who have release time already, it is sometimes hard to separate what technically counts as part of my release time and what does not. Who should I go to for advice about that?</p> <p>Arielle: the response right now is that you are still responsible for the total points. But if you feel like there is a lack of balance or that there are more responsibilities and scheduled time than you are being appropriately released for, then you could start documenting that so that it provides something we can reference in the future.</p> <p>1) AFT presentation - Title IX Processes and Transparency</p> <p>Teresa: AFT asked to do a presentation about title IX and transparency. I believe they have a request for support, but at the moment this is a discussion item.</p> <p>Tamara Perkins: the anti-oppression committee brought this up because we have had a number of students and faculty come forward with concerns about Title IX policies and practices in the fall of last year. The committee has spent some time doing research.</p>	
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In response to student, staff, and faculty concerns, we write a letter to the district demanding a fair and transparent process. We are going to present a letter to the board and chancellor.

We are asking for signatures and that CSM senate will endorse the letter.

Title IX was passed 50 years ago to promote inclusion for gender in academia and prohibit sex-based discrimination. This has made a significant impact on women's participation in sports and higher ed

In fall 2020, AFT formed an anti-oppression committee—made up of union representatives, classified, faculty, and students from three campuses—to learn and work about oppression.

Last fall, 2021, we formed a specifically gender-related task force. We noticed various discrepancies and irregularities: Not every report has been processed in a thorough fashion, so in December 2021 we created a petition asking the district look more closely at other schools and colleges.

Tamara: our ask from you is that you sign on in support of our letter, and will individuals sign the petition. <https://actionnetwork.org/petitions/we-demand-a-fair-and-transparent-title-ix-process>

The initial response brought some information that was helpful , but also raised some questions. The main goal is to ensure a safe and fair process

Maryan: these demands came from two areas: people who had been involved in Title IX processes: We want people to have a transparent process so that they know what they are getting into.

We started in the fall and we did receive a useful response from the district, but we still have some questions that we are addressing to Mike Claire--and we will be speaking to the board. But we are looking to ensure that the process is as fair and transparent.

Kat: I want to offer my full support for all of the demands here. I have had students report assaults to me; the dean would go to the Title IX coordinator—but after that we don't know where it went. It would be helpful if I were able to have honest conversations with students. If they trust me enough to come and talk to me in the first place, I feel it is my duty to ensure that their complaint is not lost.

Teresa: How soon do you need the endorsement?

Tamara: we have the individual petition that people can sign on to, but ideally, we would love to have CSM Senate support of the petition and demands, but I understand the timing may be challenging.

Maryan: we are going to be telling the board about who has endorsed this. If this is informational today, our priority is to hear feedback. If it is not possible, maybe we could consider making it a future agenda item.

Michelle Brown: it is upsetting to hear that the campus safety report may not be accurate in saying that we don't have any cases of harassment being investigated.

Teresa: the lack of transparency may also have a chilling effect on reporting.

Todd: can I move to make an emergency action item? Kat: second

Teresa: we need a 2/3 vote

Approved by all

Move to create a statement of support from CSM Senate. Todd

Second: Michelle Brown

Two abstentions

10 in favor

Teresa: we will put this on the agenda to see how we can assist in the future

				<p>Kat: I do think we should talk more about this. I would like to hear from CSM's title IX coordinator a little more, but I think it's still appropriate to lend support.</p>	
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Meeting adjourned at 4:29