DRAFT Meeting Minutes

May 24, 2022

Zoom Meeting ID: 442 779 680
1700 W. Hillsdale Blvd.
San Mateo, CA
2:30 – 4:30 pm
Website

ACADEMIC SENATE

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	Vice-president
Stephen Heath	Treasurer
Daniel Keller	Secretary
Teresa Morris	President
Arielle Smith	President

Senators Present

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

Others Present

Name	Representing
Madeleine Murphy	CTL
Liz Schuler	CTL
Jeramy Wallace	Former CSM ASGC president

Opening Procedures

Item	Presenter	Time	Details	Action/ Information/ Procedure
Approval of today's agenda	President	2:37	Move to approve: Daniel Second: Madeleine All approve	**Procedure**
Approval of past minutes	President	2:40	Move to approve: Daniel Second Michelle Brown	**Procedure**
Public Comment	Public	2:42	Teresa: I want to recommend attending the scholarship ceremony if you have never gone—it was a joyous occasion this year.	**Information**

New Senate Business

	Item	Presenter	Time	Details	Action (Motion/Resolution)/ Information//Discussion
1	President's Report	Teresa	2:50	1. **Announcements and updates** (IPC, DAS, DPGC) *IPC Budget updates*—the money in the state budget for categorical spending will be increased. There is a document posted on the IPC website that should tell us the May revision of the state budget. Teresa will be the faculty member on *the interim VPI committee*. The permanent committee is yet to be decided. The VPSS committee has already started its work. District Academic Senate: Canada and Skyline have asked for a special meeting to discuss the election. Jeramy noted that there have been some questions about how we are electing people to leadership positions. Teresa will be trying to attend this meeting. A reminder that Teresa is resigning officially from senate co-presidency by the end of the school year—we will make it through the summer	**Information**
2	ASCSM Update	ASCSM	2:50	No representative present	**Information**

3	Standing Committee Reports	Chris Walker	2:51	1. **Curriculum Committee**, Christopher Walker, Chair Last week we had an updated discussion about membership changes, which we will be discussing more today. We also discussed issues related to equity and the changes to the AP exams. 2. **Committee Teaching and Learning**, Liz Schuler/Madeleine Murphy Madeleine: we had our last meeting for the year yesterday. We are interested in making sure that our committee is properly staffed for next year. We only have one person from math-science and business-tech, and no reps from kinesiology, so we will be making a pitch for at least two people on the committee for next year. Madeleine will no longer be the SLO coordinator—David Lau will be taking this position. We also worked on a flex day discussion related to program review. We are proposing something like a town hall on flex day in the lunch room where we will present some of the big themes that came out of the big read—issues around equity; that faculty are keen on collaboration; and also a need for more guidance--. We also noted the usual themes about a lack of resources and coordinators, the lack of diversity in faculty and staff. And also a need to figure out what program review is for. Liz: Heather McGee, author of *The Sum of Us* is coming for the first flex day at CSM next term—get a free copy of the book around campus. Faculty and students are invited to attend. *The Sum of Us* connects to our discussions of equity issues, including those that came up during program review. We will also have a follow-up in October talking about these themes. 3. **Distance Education Advisory Committee,**	**Information**
		Liz Madeleine			
		Jennifer	3:00	DEAC had our final meeting on the fourth. I have reported our findings on Proctorio, but we will continue discussing this in the future.	

				If you know faculty who are planning on teaching in the new classes for the fall, let them know that we are offering training for HyFlex modality, as well as additional support.	
	Lia	3:05		4. **OER/ZTC:** Lia Thomas No updates—there is nothing new happening until the fall	
5	Action Items		3:05	**1) Selection Committee Approvals** • First approval: committee for library systems and applications developer (see the email for this meeting. Move to approve: Michelle Second: Lia All approve Interim VP of instruction: this fall CSM President Taylor-Mendoza will be asking for a permanent hiring committee—this will mean a larger group and a larger process. ASGC does not decide on these committees, but we can make suggestions. Senators suggested that we should have a least three faculty, ideally from different divisions. Teresa; The last time we did a permanent hire, the faculty members were senate president, the curriculum chair, Kevin Sinarle, Mike Brunicari, and Jeramy Wallace. This means, CTE curriculum, senate, instruction were all represented. Lale: I would like to have faculty members who are reporting to the VPI through a dean be represented—they will be affected more by this decision than other faculty.	**Action**

					Teresa: the VPI does a lot with all faculty in all areas—we need to be inclusive. When we did the president search, we included adjunct faculty on the committee to ensure that we were inclusive.	
					We discussed requesting faculty who report to the VPI directly, but decided that the committee makeup seems broad enough to represent all groups.	
					Move to approve Chris, Second Kevin All approved	
					2) CSM Faculty Professional Development committee – Senate rep	
					We are voting to reaffirm Makiko, as Teresa has not heard from anyone else. Move to approve: Daniel; second Yvette Approved	
					3) SLOAC Coordinator AY 2022/2023 – David Lau	
					David Lau has accepted being the coordinator for the next year going forward. Madeleine will still be on CTL and advising	
					Madeline: I am keen to make sure that what we are doing is visible and documented—and that people understand it. We were just getting started on changing how we assess in 2019. Because of the pandemic interruption, we will be returning to work we have not completed. But we were able to make some changes,	

including revisions to have SLO assessment merged with program review.

What we are doing is different than our past practices, but we should ensure that we are still in line with the state's accreditation expectations. It is important to know that you are doing learning outcomes assessment when accreditation comes around in 2026. We want to show that what we are doing makes sense given that it is not what other colleges do.
Move to approve: Todd
Second: Madeleine
Approved by all

4) **Bylaws update – Curriculum Committee proposal**

The proposal is to edit the membership bylaws. After a discussion at the last Senate meeting, we wanted to make sure we codified that both library and instructional designers are essential members for the committee, but there were some concerns that this would lead to more reps from some divisions than from others. So we are now saying that we will limit the number of reps from a single division to the maximum of three. This allows us to retain a librarian and instructional designer.
https://collegeofsanmateo.edu/academicsenate/docs/2021-2022/Curriculum_Committee_Membership_Language_2022-2023.pdf

Calling out the library rep like this is pretty standard in most districts, but we have not done this for instructional designers. At other colleges, tech

				designers are not faculty, so this is unique to CSM. There were members of the committee worrying about having potentially as many as four members from the same division. If that division decides they only want to send the librarian and instructional designer as their only two reps, that would be acceptable. Move to approve: Todd Second: Lia All approve	
6.	Discussion items		3:30	**1) Webschedule icon/new and developing definitions** There have been some questions about the icons students are now seeing in Webschedule, and also some confusion about the new definitions of HyFlex hybrid , and others. The icons identify many things, but there is no icon for HyFlex—and we don't have any words to tell students what HyFlex is. The icons for online synchronous and partially synchronous also seem unclear to some. Another concern is the definitions: the new definition of hybrid, for example, does not allow us a way to do in-person proctored exams. The issue is that testing is identified as "online proctoring" and hybrid does not have this option, even though it should. Kat: the students I have been talking with about their schedules for the fall have been saying that they see the icons on Webschedule, then they have to figure out the meaning of the icon and the definition. Would it make more sense to just use the word "hybrid" and then link to a definition?	**Discussion**

					Jennifer: Knowing on how confusing these are for students, we are trying to clarify the language. Yvette: Webschedule is also already pretty dense—taking away the icon might not be the solution, but having the link right there would be nice. Chris: We used to have a limited number of icons—online, live, night class—and when you hovered over the icon, they would give you a definition of what those things are. Lia: The state requires that ZTC an icon, so this is something to consider. The pop-up might have been disabled due to accessibility issues. Kat: Could we set up an online orientation for students who indicate it is their first time using Webschedule—like little short videos? In addition to the issues with icons, the definitions of some terms, particularly "hybrid," may create confusion. There seems to be no space for in-person proctoring in the Hybrid mode. There are disciplines that often want it, like science, but it has also affected other divisions. Todd: If I were a student, I would expect a completely online class to be completely online. It doesn't make sense to have in-person proctoring as a rule. If some students need this on an individual level, there are ways to accommodate. Jennifer: there are classes where faculty have students come to campus only for exams—this can also create confusion. Teresa: the document does discuss contact hours. Only having students come to campus	

| | | | | | for assessments may not be the best way to meet that goal.

Lale: I've done this in business where it is online but they have to attend for the final exam, and this is noted in the schedule. But in a hybrid class, it is really up to the instructor. Some students will choose the section that does not have an in-class exam. This can have an effect on enrollment. Does this need to be noted in the catalog?

Chris: at two schools I've worked at online, not only were in-person assessment for online classes common, they were actually mandated—all online math classes had to have at least one exam that was in-person. That has been standard at a lot of places for a long time.

Lale: some private schools are also hesitant to accept online only with no exam in person. But some students might not be able to do this because they are not local—but they can also have professors at other colleges proctor exams. We have done this at other colleges I worked at.

Yvette: I just wanted to make a comment about an online class having a proctored exam in person and the confusion there—that has been, since I came to CSM, kind of a sticking point. For some reason at CSM there is this link to a proctored in-person exam meaning it is no longer an "online class"—but at other schools I have taught, this is the norm for online classes. The definition does not normally change if there is a proctored exam or not.

Teresa: some of this goes back to attendance and accounting of how we get credit for students in classes—this is not something most faculty deal with directly, but it is something that affects us. | |

| | | | | | Todd: I would think that if any class required some in-person element, you could not be fully "online" but would have to call yourself hybrid. I assumed that if the class requires one in-person test, you just list your class as hybrid.

Teresa: The goal is to make sure that we are not confusing students. When it comes to the definition of "hybrid" and proctoring questions—there is confusion for students and we have examples from people who have worked elsewhere, and this document does not cover all of these points right now, so it does sound like it needs review and revision.

These icons won't be changed for the fall—it is a longer process than that since it has to be changed in several different campus systems.

2) **Career Education Faculty Resource Request**
We do not have representatives present.

3) **End of Year Goals—Review**

We had four goals this year—and we did not meet all of them, while others are by nature ongoing.

This year, we focused on the program review "great read" and the AP exam for credit changes. We also had credit for prior learning at all three campuses.

Chris: we have already put together a committee for just this—we will start looking at giving college credit for prior experience, industry experiences, and things like that.

Teresa: we also worked on pathways for degree holders.

We had a first meeting of the course cancellation policy—we need to make sure that we come back to this topic. | |

| | | | | We also worked on the full-time hiring committee composition process, which will speed up how we approve committees.

We addressed (but did not resolve) all of the questions about dual enrollment: we need to keep this conversation going. We as a senate can contribute a lot more to this conversation than we have historically.

We consulted about the HyFlex classrooms and got some things changed—we now have more HyFlex classes across campus—rooms

DEAC is now a senate subcommittee and we accepted their recommendations around OER/ZTC support for the campus as a whole.

Meeting adjourned at 4:20 | |