



ACADEMIC SENATE

Meeting Minutes

10/10/2017
 Rm. 18-206
 1700 W. Hillsdale Blvd.
 San Mateo, CA
 2:30 – 4:30 pm
[Website](#)

Executive Committee 2017-2018

Jeramy Wallace
President

Peter von Bleichert
Vice-President (& interim secretary)

Rosemary Nurre
Treasurer

[vacant]
Secretary

Executives Present

Name of Officer	Executive Committee Role
Jeramy Wallace	President
Rosemary Nurre	Treasurer

Senators Present

Name of Senator	Division
Stephanie Roach	ASLT
Margaret Kaluzny	Creative Arts/Social Sciences
Mick Sherer	Language Arts
Kevin Sinarle	Counseling
Colby Nixon	Language Arts
Kathy Sammut	Counseling
Tatiana Irwin	Creative Arts/Social Sciences

Others Present

Name	Representing
Colby Riley	ASCSM
Laura Demsetz	Dean, Creative Arts and Social Sciences
Heidi Diamond	Dean, Business and Technology
Ashley Phillips	Industry Relations Manager
Ray Kaupp	Director of Industry Relations
David Laderman	Academic Senate Past President
Rebecca Alex	Professor of Art; Art on Campus Co-chair

Opening Procedures

Item	Presenter	Time	Details	Action/Information/Procedure
Call to order	President			Procedure
Roll/Introductions	Secretary			Procedure
Adoption of today's agenda	President		Stephanie Roach moves, Margaret Kaluzny seconds. All in	Action

			favor, approved.	
Adoption of past minutes	President		<i>Rosemary Nurre moves, Margaret Kaluzny seconds her motion. All in favor, approved. Discussion – avoiding names in minutes.</i>	Action
Public Comment	Public		<i>Flex Day is tomorrow. Place for schedule to be featured on website.</i>	Information

New Senate Business

	Item	Presenter	Time	Details	Action (Motion/Resolution)/ Information//Discu sion
1	President's Report	Jeremy Wallace		<p><i>Still waiting on the official public safety report from the District. The report is expected by early 2018. The District is seeking to contract with Sherriff's office or other local law enforcement agencies. Recommendation to have a police force, but instead, contract with Sherriff's office. That officer would be armed.</i></p> <p><i>Program Review Resource Request due date is</i></p> <p><i>IPC is reevaluating the mission. That task force needs faculty representation. As of yet, they haven't partnered with the Equity Office who is also looking at the mission statement. International education has been a driving force of globalizing the mission statement.</i></p> <p><i>Administration has started an ad-hoc textbook committee to look into OER. Laura Demsetz plans to get information from each Division and review current offerings via the Bookstore. Other issues include free tuition. Options are being looked at for ways to reduce costs for students. Example: In 2014 the Spanish textbook was more than \$200, now it is \$69 as a result of looking at options including negotiation with the vendor/publisher. Working with other campuses can help, and increase negotiating power. We should report out about progress over the past 5 years. Each discipline is different, and will have different needs and options available. Let Laura know about interest in the committee ASAP. Table discussion until next meeting.</i></p> <p><i>Accreditation site visit is coming in two years. The self-study is under way. We need a faculty co-chair for the site visit. This individual will help in facilitating the process. There is likely to be reassigned or release time associated with the position. Sandra is the administrative co-chair.</i></p>	
2		Colby Riley		<p>Thanks to all the faculty who joined in on the DACA rally. The fires up north are bad, and some kind of support effort.</p>	

3	Standing Committee Reports			NA	
4	Administrative Hiring Committee			Table. Will come back to this in a future meeting.	
5	Strong Workforce Program	Heidi Diamond, Ashley Phillips, Ray Kaupp		<p>Strong Workforce Program is a statewide initiative to increase the quantity and quality of Career Technical Education (CTE). CSM received over 1.1 million as our allocation. Allocations include funds for CTE support, Administration of Justice, Fire Technology, Graphic Design, Nursing, Advanced Manufacturing, CIS Cybersecurity, Cosmetology, and AV Technician. If you have ideas in the career education area, please share those with Ashley.</p> <p>Cooperative Work Experience Education: There is an internship aspect of this program. It will include partnerships with employers/industry, and faculty support. It is envisioned to be a course that is CSU transferable and would be offered for 1 – 3 units. Still looking for a faculty lead. Further information will be provided at a future meeting. Of note, COI deadline for new courses is early November.</p> <p>Assessment metrics for Strong Workforce: Number of students who place successfully in jobs and internships, as well as qualitative data indicating “more and better CTE.”</p>	
6	Enrollment Caps			<p>Issues related to enrollment caps have come up over time by various faculty members. District Senate addressed this last year with a resolution brought forward by Cañada College, which prompted bringing the topic to CSM senate.</p> <p>Anecdotally, the setting of enrollment caps is inconsistent in approach across CSM divisions. Our discussion is about the process for setting caps, not a discussion of caps themselves. We want to have an inclusive and collaborative process. Instructors typically want fewer students in order to improve pedagogy and effectiveness. However, we also have to be fiscally responsible.</p> <p>It would be nice to see the math demonstrating the reason specific numbers are set. 20 minimum set by the board, 35 maximum is a common enrollment cap. Basic aid should be factored in as part of the discussion. In factoring in cost, it is important to include the impact of students who have to repeat a course. Successful completion rates for individual courses may vary as enrollment caps vary. We are below load. Ultimately, we need to have a uniform approach to setting caps that is linked to the course and its needs. Also include ways to handle exceptions</p>	

				<p>to enrollment caps as needed.</p> <p>Instructional design for classes of different sizes will vary. Including COI in the process could help us answer questions about appropriate numbers so that successful pedagogy is considered, and can also include the enrollment cap for a course on the Course Outline.</p> <p>Should a range of cap options be included for certain classes if appropriate? It should depend on what research and accepted best practice bears out for different disciplines. Course outlines suggesting assignment or instructional methods requiring intensive writing, for example, can have smaller caps. Course outlines are revised every six years, but can be looked at more frequently. Some courses may benefit from lower caps while others may benefit from higher caps. We need to look at both.</p> <p>It would be interesting to compare our current caps to the caps featured on Cañada's Course Outlines.</p> <p>We need to see the measures used for determination of the numbers regarding minimums and enrollment caps.</p> <p>Guided pathways, intrusive learning, and other initiatives for student success should be considered as part of the conversation.</p> <p>Waitlist numbers impact students. Considerations for opening another section when there is demand.</p> <p>Does data from student evaluations help determine whether enrollment caps are set appropriately.</p> <p>Options for next steps: Senate wants justification demonstrating how caps are set. We could leave system as is with Deans setting caps in partnership with others. Or: Option 1: Take it to COI to create a process as part of Course Outlines. Option 2: Create a mediation process for faculty who want to challenge the enrollment cap for their course. Option 3: Union negotiated. Option 4: Other suggestions... what process do members from your division want to see for setting caps. Take it to the Divisions, and come back.</p> <p>On November 28th meeting we can</p>	
7	BSI/SE/SSSP Integrated Plan			<p>A few wordsmithing things. The proposal seemed clear, and the data seemed to back up the process. Please take another week or so to review the document, and get back to Jeramy, who will need to</p>	

				sign off on the document shortly after our next meeting.	
8	Art on Campus	Rebecca Alex		Open air classrooms and other spaces. Is there a way to make these spaces more comfortable through art. For example, colorful bean bags, modular seating, or ways to partition space to allow for group work. Shade or awning for students would be helpful. Add a gazebo, or greenery—trees, plants. What would we like those spaces to look like? These spaces are under utilized. Many faculty don't know about the four outdoor classrooms. They should be part of the classroom reservation system. This is a good opportunity to promote these spaces., and increase use by faculty and students.	

Final Announcements and Adjournment

Item	Presenter	Time	Details	Action/ Information
Announcements				
Next meetings				
Adjournment		4:26		
Minutes by Stephanie Roach with assistance from Jeramy Wallace				