

College of San Mateo Academic Senate Meeting Minutes
Tuesday, November 28, 2017, 2:30-4:30pm
Location 18-206

Members present: <ul style="list-style-type: none">● Jeramy Wallace● Tatiana Irwin● Allie Fasth● Vincent Li● Stephanie Roach● Kevin Sinarle● Margaret Kaluzny● Steve Gonzalez● Mick Sherer	Others present: <ul style="list-style-type: none">● Colby Riley● Laura Demsetz● Rich Rojo● Katie Bliss
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1. Business items

- a. Approval of Agenda -- Moved by Stephanie Roach, seconded by Kevin Sinarle. All voted in favor, and the agenda was approved.
- b. Approval of Minutes (October 24, 2017 & November 14, 2017)
 - i. 11/14 - p 3 DRC scholarship raffle (tickets still available this month) is not associated with ASLT.
 - ii. Both minutes have spelling errors to be corrected (names, in particular) -
 - iii. 10/24/17 - public comment - Conference in Atlanta, two students will be attending with David Laderman
 - iv. 10/24/17 - Mick -- asking about success rates for students with one year of college credit
 - v. SR moves to approve both minutes with corrections as noted. Allie Fasth seconds. All in favor. Draft minutes approved with
- c. Public Comments: Project Change is co-hosting a conference on January 26, 2018, in Sacramento. Faculty and students are invited to attend. More information will be shared with additional details.

2. Information items

- a. DPGC -- Board policies, there were concerns, so approval has been tabled.
- b. DAS Update --

- i. Who on campus is involved in OER? The Textbook Task Force may be too informal, so we don't have specific names to put forward at this time.
 - ii. Equivalency applications require committees from all campuses. A proposal is put forward to have an Equivalency Standing Committee in place to help solve this problem. They would then call on discipline experts as needed to meet the requirements. It could be problematic if the committee didn't reach out for discipline experts as needed. Although there may be a hassle to get all of the participants across the District, there is value in assuring cross campus and disciplinary participation. Discipline specific standing committees could work for large departments like Math or English, but may not work for other departments. Another change under consideration is that committee decisions must be unanimous. Each member has veto power.
 - c. IPC Update -- Approval of the Textbook Task Force members for the next meeting; Mission statement and values statement will come forward soon.
 - d. Accreditation -- Still in need of an accreditation faculty co-chair. Please consider. Reassigned time will be awarded. Sandra Stefani-Comerford is the administrative co-chair for the time being. It is very important we have a faculty co-chair with broad knowledge of campus.
 - e. Textbook Task Force, Laura Demsetz is the chair. Additional members are still needed. Steven Gonzalez has volunteered. Student representation will be added.
 - f. AS Secretary (nominee) -- Daniel Keller, Language Arts. We'll vote on this at our next meeting.
3. ASCSM Update, Colby Riley, ASCSM President
 - a. Unity Event with EOPS day coming up
 - b. Ethnic Studies requirement for graduation is something students would like to see.
 - c. Educational equity committee -- conversations about the grievance process for equity. Jeremiah Sims has volunteered to be a point person as part of this process.
4. Standing Committee Reports

- a. COI: Discipline assignment memos coming up soon
- b. LAC: Extended hours during dead week and finals week; looking at ideas for making the library a welcome place; more programming, etc.; also thinking beyond the research paper as the only ways to incorporate the library in instruction and support.
- c. CAC: Assessing ILOs (roll-up from existing surveys, targeted focus groups, etc.), Assessment Calendar/Cycle -- doing a better job tracking
- d. CAE: Flex Day schedule for January and March is coming together.

5. Action Items

- a. Board Policies - 2 are up for renewal
 - i. 3.05 -- only change is subject language: insert "and faculty qualifications"; Table should reflect new contract steps. SR & VL All in favor.
 - ii. 6.90 Community Education Classes has significant changes. An issue is related to how CCCE collaborates with AS about which classes will be offered. For example, number 5 calls out that CCCE coordinate only with the President's office. This is insufficient as faculty have been left out of the process. As a result, things have fallen through the cracks. Either COI or AS needs to be included in this process, so that additional experts on campus curriculum have their eyes on planning for CCCE courses. Point number 6 is also problematic. Point 4 may be another place where collaboration between faculty and CCCE can be expanded. Comments regarding this policy will be taken back to DPGC. We'll get a new revision before we vote on this.

- 6. CSM Marketing presentation, Rich Rojo, who started here in June. Background in higher education marketing and the arts. Wants to make sure we are telling the CSM story. Campus community is not always well connected, and one of our goals is to strengthen our sense of community and help people to be better informed. More sophisticated social media presence to come, new newsletter has been issued today, and more. Website comments: feature academic achievements of students and faculty more prominently, so that our site is more balanced between recruitment and student support, which are currently very prominent. Find a balance between these purposes, in order to meet the academic needs of students. An overhaul of the website is in the works.

Accessibility and security of the site is being updated first. We'll be improving the search content. Accessibility district wide also needs to be addressed beyond the work on the website. CSM has a lot to market and promote. Our weakness is that we don't have core messaging about the college. The Marketing office has begun branding and creative discussions to develop a set of core messages about the college. Contributions and feedback are welcome particularly from AS, and students. Newsletter and campus publications should be featured more prominently on the website and archived in partnership with the library to help preserve institutional memory for accreditation and historical purposes. Send any questions or feedback to Rich.

7. Adjunct Equity: Many have been reaching out about inequities faced by adjuncts. Adjuncts aren't always accommodated or paid comparably. Reclassification of our adjunct faculty can be useful--other models use salary, or contract lecturers, for example. We can recommend to AFT to bring this up again, and to look at different approaches than they have in the past. So many of our faculty members are adjunct faculty. Data from HR would be important to get. The emphasis on higher touch with students, particularly with emerging initiatives such as guided pathways, mean that faculty will be asked to do more work outside of the classroom. Adjuncts are not paid for time spent outside of the classroom. Inequity with other benefits impacts adjuncts, too. For example, adjunct faculty are put at the bottom of waiting lists for faculty/staff housing and securing adequate health benefits is a challenge. Expanding the maximum adjunct load to just below the requirements for providing benefits. It is a good time to make these arguments because of the desire for higher touch with students. There will likely be hesitancy at the district level to take on additional permanent employees. Expanding to full time load without security of permanent employment is an interesting option. The Workload Equity Task Force didn't include adjuncts, but there is still hope that this committee can come up with a way to quantify the work being performed so that when discussing this as part of contract negotiations there is data that AFT can use. In order to get the problem solved, the scope was narrowed to look at full time faculty, so that we can apply that to adjuncts, once quantified by the committee. We'd like to revisit this issue, look at full time lecturer options, and advocate for funding for

additional campus community service positions.

Distributed by Margaret Kaluzny at the December 5, 2017 Academic Senate Meeting.

Amendment to the November 28, 2017 Minutes approved January 23, 2018

AMENDMENT TO THE MEETING MINUTES OF THE ACADEMIC SENATE (NOVEMBER 28, 2017)

DISCUSSION: ADJUNCT FACULTY EQUITY

We have been discussing inequity at the College of San Mateo. Recently I have been approached by adjunct professors who would like to bring attention to the inequities faced by them in the workplace. One concern by adjunct faculty is that they are paid hourly rather than salaried.

Margaret Kaluzny, mentioned some of the issues: Adjunct professors are considered *temporary* and are paid *hourly*, and only for the time they are actually teaching in the classroom. There is a reduced hourly wage for office hours. The tenuous job situation, without security, makes it difficult to apply for home ownership or enter the rental market. Often they do not know if they will be teaching a specific course until a few weeks before the semester begins. Affordable housing is an issue with many adjunct faculty commuting long distances to find less expensive housing. Health and retirement benefits are not adequate for adjunct faculty. Student loan forgiveness is not available for part-time faculty. Margaret suggested studying a reclassification system for faculty, possibly looking at full-time lecturer positions with up to 3 to 5 year renewable contracts.

According to California Community Colleges Chancellor's Office Report (May 2017) on Staffing for Fall 2016,* the College of San Mateo adjunct professors comprise the highest percentage of the total workforce at 36%. Their report identifies workforce as educational administrator, tenured/tenure track, classified administrator, classified professional, and classified support). Adjunct faculty make up 62% of the teaching faculty according to the same May 2017 Report.

The Workload Equity Task Force did not include the adjunct faculty, but there is hope that this committee can come up with a way to quantify the work being performed so that when discussing this as part of contract negotiations there is data that AFT can use. In order to get the problem solved, the scope was narrowed to look at tenured and tenure-track faculty, so that it can be applied to adjunct faculty once quantified by the committee. We would like to revisit this issue in Spring 2018, looking at full-time lecturer options, especially with supporting the emerging issues such as Guided Pathways.

* http://employeedata.cccco.edu/headcount_by_district_16.pdf

8. CSM Academic Senate Equity Resolution 3.01

- a. Equity Task Force wants to first pass a resolution including a definition of educational equity and identifying associated problems that affect our students. This document is an affirmation of our commitment to close opportunity gaps at CSM.
- b. Goal is to pass this next meeting. The corrected version will be shared via email. Please get feedback from members of your Division between now and then. Bring any changes to the next meeting.
- c. Contact Jeramy Wallace with questions or changes.

Meeting adjourned at 4:30 pm.

Minutes by Stephanie Roach with assistance from Jeramy Wallace

The next meeting is scheduled for Tuesday, December 5, 2017, 18-206, at 2:30 pm