

## Classified Senate Regular Meeting Agenda

Tuesday, October 9, 2018, 2 pm  
College Center Building 10, College Heights Conference Room (Room 468)

Meetings of the CSM Classified Senate are open to the entire campus community, are open to the general public, and are accessible to those with disabilities. Start times are approximate. The public may address the Senate on non-Agenda items during the Announcements and Hearing of the Public items on the Agenda. Members of the public may participate in discussions only when recognized by the Chair.

- I. Call to Order**
- II. Roll Call**
- III. Approval of the Agenda**
- IV. Approval of the Minutes of Prior Meeting(s)**
- V. Announcements and Hearing of the Public (15 minutes per topic, 3 minutes per speaker)**  
At this time, members of the public may address the Senate on non-Agenda items.
- VI. Reports**
  - a. Officers**

i. President	Fauzi Hamadeh
ii. Vice President	David McLain
iii. Treasurer	Arianna Avendano
iv. Secretary	Alicia Frangos
v. Events Committee Chair	Kathy McEachron
  - b. Senators**
    - i. Russell Cunningham
    - ii. Nick Dellaporta
    - iii. Cindy James
    - iv. Margaret McGugan
    - v. Carol Ullrich
    - vi. Mary Vogt
- VII. Action, Discussion, and Information Items**
  - a. Update on Educational Master Plan/5-in-5 Priorities**

The Senate shall be updated and review the latest status of the College's Educational Master Plan and 5-in-5 Priorities. No action to take place.
  - b. CSM Library Resources**

The Senate shall be updated on the new resources available to faculty, staff, and patrons of the CSM Library. No action to take place.
  - c. Classified Leadership Institute 2019**

The Senate shall discuss and review plans for the California Community Colleges Classified Senate Classified Leadership Institute in June 2019. Possible action to take place.

**d. Plans for Fall 2018 Flex Day**

The Senate shall discuss and consider plans for the Fall 2018 Flex Day on Wednesday, Oct. 10, 2018. Possible action to take place.

**e. Classified Senate Goals for 2018-19**

The Senate shall discuss and consider establishing goals the group would like to accomplish during the 2018-19 academic year. Possible action to take place.

**VIII. Agenda Items for Future Classified Senate Meetings**

At this time, members of the Senate may suggest agenda items for consideration for future meetings.

**IX. Final Announcements and Hearing of the Public (15 minutes per topic, 3 minutes per speaker)**

At this time, members of the Senate and members of the public may voice any concluding comments.

**X. Adjournment**

**Classified Senate of College of San Mateo**  
**Classified Senate Minutes (Unapproved)**

Tuesday, September 25, 2018  
College Center Building 10, City View Conference Room (Room 401)

The meeting was called to order by President Fauzi Hamadeh at 2:05 p.m.

**ROLL CALL**

Members Present: President Fauzi Hamadeh; Vice President David McLain; Secretary Alicia Frangos; Events Committee Chair Kathy McEachron; Senator Cynthia James, Senator Margaret McGugan, Senator Carol Ullrich, and Senator Mary Vogt

Other attendees: Anniqua Rana, Rene' Anderson, Kristi Ridgway, Jane Jackson, Kelsey Harrison, Karen Suple, Russell Cunningham

**APPROVAL OF THE AGENDA**

Motion to approve the agenda by Senator Ullrich; seconded by Senator McGugan. Hearing no objections, the motion carries.

**APPROVAL OF THE MINUTES**

President Hamadeh asked for any changes to the minutes from the meeting of September 11, 2018. Events Committee Chair McEachron noted that Events Committee Chair McEachron was referenced as Senator McEachron.

Motion to approve the agenda with correction by Senator Vogt; seconded by Events Committee Chair McEachron. Hearing no objections, the motion carries.

**ANNOUNCEMENTS & HEARING OF THE PUBLIC**

None.

**REPORTS**

President Hamadeh asked if there were any reports from the Senate and no reports were given.

**APPOINTMENT OF NEW SENATOR**

The Senate discussed the appointment of a new Senator to fill an opening. Vice President McLain nominated Russell Cunningham. Senator James seconded the nomination. Russell Cunningham was appointed to the position of Senator.

**UPDATE ON GUIDED PATHWAYS**

- Kelsey Harrison of ACCEL, Jane Jackson from Music, Rene' Anderson from English, Kristi Ridgway of LAD and Aniqua Rana, Director of Guided Pathways presented an updated on the Guided Pathways initiative.
- Guided Pathways is currently at inquiry phase and the focus is on student voices – What do students need (hot spot), how many units do they take, what do they juggle to get work done? Identifying major and plan for transfer. What do they need to do? Also quantitative data, Student Success Scorecard – internal data from the 114 California community colleges is also being reviewed.

- Anniqua presented data that shows students who began community college in 2011-12 and were tracked to 2016-17.
  - Students who completed a degree or transferred within 6 year:
  - Unprepared students (n=890) – below transfer level math and English **49.3%**
  - Prepared (n=343) – ready for transfer level math and English **74.9%**
  - Overall **56.4%**
- We must look at our student population and keep in mind what Guided Pathways means for students. Kelsey Harrison noted that access is a big factor for students. We need to build on existing programs to address student need. Matriculation and registration can be confusing. Year One Promise ensures counseling, but we need to increase student support to ensure that students complete.
- Four Pillars of Guided Pathways
  - Clear curricular Pathway to employment and further ed
  - Help students choose pathway
  - Stay on path – academic support, intrusive counseling
  - Ensure intentional outcomes from learning
- AB 705 was discussed. Senator Ullrich explained that state mandates that students are no longer placed in math/English below transfer level. Students need support to help them succeed in transfer level classes. Impetus of AB 705 was that some students were not reaching transfer level based on not completing “gatekeeper” classes.
- The Guided Pathways Steering Committee does the planning and Guided Pathways team acts as a resource as needed. Guided Pathways activities and timeline:
- In Spring 2018, Guided Pathways Steering Committee created mission “CSM will create an equity-minded, student-centered experience that empowers students to reach their goals.”
- Anniqua Rana presented Fall 2017 CSM student data noting that it is disaggregated by race/ethnicity, age, gender to inform the Guided Pathways planning process.
- GP will also mesh with the Educational Master Plan (EMP):
- To revamp the EMP, PRIE has been collecting data to set priorities for the next 5 years. Jane Jackson noted that faculty have same goals as the 5 points of the EMP, which be finalized soon. Anniqua Rans stated that the vision and pillars are replicated in Guided Pathways:
  - Supporting students’ aspirations
  - Equitable opportunities
  - Committing to Progressive and innovative teaching
  - Building on culture of communication
- Guided Pathways Steering Committee met over the summer and established Communications, Data and Assessment, Professional Development and Access teams.
- Jane Jackson reported that the Communications team is collaborating with Data team to analyze qualitative data – student voices, faculty and staff voices; faculty and staff want students to know goal, achieve goal, assure equitable outcomes for all. The team is looking to gather quantitative data for these points.
- Rene’ Anderson reported that the Access team is listening to students, keeping in mind student needs. She noted that with AB 705, we do not want to cause any harm to students. Students are always at the center and we need to be sure that learning is intentional and students are prepared for what to expect at transfer.
- Anniqua Rana presented Key performance indicators – Students who take a full time load of classes are more successful.

- There is a need to disaggregate data to show actual student goals. Some students don't have goal to transfer.
- Senator Ullrich noted that to keep up with such initiatives, support staff need to be at flex days – October flex day provides an opportunity as departments will be closed.
- Senator Ullrich mentioned that some students need options for placement such as placement tests.
- Senator Vogt stated that providing a variety of class times is important for student equity and that students should be provided with a broad selection of potential goals that funnels down to a more specific goal (metamajors).

#### **DISTRICT PARTICIPATORY GOVERNANCE -- BOARD POLICIES UP FOR REVIEW**

- BP 2.36 – Policy on use of Student email addresses – responsibility is changed from VPSS to Public Information Officer (PIO). Mass email is defined as sending to 100+ students.
  - Proposed change “Public Information Officer (PIO)” to “Director of Marketing (PIO)”, as to be more explanatory.
  - Item 1 -- Emails sent by faculty – change to programs and faculty
  - Item 4 modified to explain that District-sponsored commercial activities (e.g. Sales at College bookstore, sporting or event tickets) are excluded for mass email policy.
  - Item 6 was removed – option to unsubscribe
  - Dave mentioned that college is looking to move toward newsletter format for information.
- BP 2.52 – Local Law Enforcement – The District, rather than each individual college will enter into agreement with local law enforcement.
- Other upcoming changes – Discussion of management, supervisory and Professional job classifications. Professional is not in Educational code.
- Up for Feedback at the 10/01/18 meeting:
  - 2.10 Selection Procedures
  - 2.12 Employee Rights and Protection, Domestic Partner Rights, and Whistleblower Protection

#### **FALL 2018 FLEX DAY**

President Claire has agreed that departments will be closed so that classified staff can attend fall flex day on October 10th. The schedule of flex day events is being finalized but does not include much for classified personnel.

Secretary Frangos proposed an event similar to a previous flex day event where classified personnel can learn a bit about Classified Senate. Senator Ullrich suggested an afternoon time about 2pm. Senator Vogt and Secretary Frangos volunteered to assist President Hamadeh in planning a possible flex day event to encourage Senate participation.

#### **GOOD OF THE ORDER**

Senator Vogt announced Ice Cream Social this Thursday 12:30 to 2pm. Discussion of faculty and classified events followed.

Senator Cunningham mentioned that classified staff should receive better onboarding/orientation to campus and their positions.

#### **AGENDA ITEMS FOR FUTURE CLASSIFIED SENATE MEETINGS**

- What to Accomplish through year-end
- Goals for next year

**FINAL ANNOUNCEMENTS & HEARING OF THE PUBLIC**

None.

**ADJOURNMENT**

Motion to adjourn the meeting at 3:50 p.m. by Senator Vogt; seconded by Senator Ullrich. Hearing no objections, the motion carries.

Submitted by Alicia Frangos  
Secretary, Classified Senate  
College of San Mateo

DRAFT