



**ACADEMIC SENATE**

**Meeting Minutes**

January 23, 2018  
 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*

Rosemary Nurre  
*Treasurer*

Daniel Keller  
*Secretary*

**Executives Present**

Name of Officer	Executive Committee Role
Rosemary Nurre Peter von Bleichert Jeramy Wallace	Treasurer Vice-president President

**Senators Present**

Name of Senator	Division
Tatiana Irwin Steven Gonzales Margaret Kaluzny Colby Nixon Stephanie Roach Kathleen Sammut Lakshmikanta Sengupta Mick Sherer	CASS Business/Tech CASS Language Arts ASLT-Library Counselling Math/Science Language Arts

**Others Present**

Name	Representing
Dan Kaplan David Laderman Sarah Mangin Colby Riley	AFT Past president Library advisory committee ASCSM

**Opening Procedures**

Item	Presenter	Time	Details	Action/ Information/

				<b>Procedure</b>
Call to order	President	2:30	Stephanie approves agenda  We will approve the 11/28 minutes at the next meeting—we need to make some changes that Margaret wanted to add  Minutes of 11/28 approved with amendment  Minutes of 12/5 approved	Procedure
Roll/Introductions	President	2:35	New secretary (Keller) introduced.	Procedure
Adoption of today's agenda	President	2:40	Approved	Action
Adoption of past minutes	President		Minutes of the 11/28 meeting were approved with an amendment  Minutes of 12/5 approved	Action
Public Comment	Public	2:45	Stephanie: The SWANK digital resource, available through the CSM library, has added 25 new films. Faculty can request new films for subjects taught in their disciplines. This is one of the most expensive databases—please check it out.  Colby Riley: “Reboot week” ends tomorrow. Dan Kaplan asked Colby for any comments from students who attended the Standing Rock protests. Colby will report back.  Sarah Mangin: The library is looking at data from the extended hours offered last semester to see if we can get a better sense of how many students made use of these hours.	Information

### New Senate Business

	<b>Item</b>	<b>Presenter</b>	<b>Time</b>	<b>Details</b>	<b>Action (Motion/Resolution)/ Information//Discu sion</b>
1	Hiring Committees: Astronomy, Business, Chemistry, Counselling (International Ed and Puente), ESL, Football	President	2:50	Full-time position requests have traditionally come out of program review and have been submitted to division deans. However, some departments have made their requests in other ways—in one case, faculty were surprised that they had been granted a full-time position they had not formally requested. In other colleges in the district, position requests are brought before the academic senate. This raises two questions:  1. Should we have a more formal, uniform process	<b>Action</b>

				<p>across the district?</p> <p>2. Should ASGC hear the position requests?</p> <p>We agreed that we should have further discussion of these questions.</p> <p>All committees approved except for counseling: we are not sure if the committee is full without a dean attending. Motion to approve: Stephanie; second, Colby Nixon.</p>	
2	Equity in Hiring Conference	President	3:15	<p>A team composed of human resources, faculty, and other staff will attend the <b>Equity in Hiring conference in Sacramento on 3/25/18</b>. There is short-term professional development funding for those interested in attending. If you are interested, let Jeremy know.</p>	<b>Information</b>
3	Online-only community college	President	3:20	<p>The state chancellor is interested in creating an online-only community college for California. This would be considered a single college, a new addition to California's 114 existing community colleges. The state academic senate passed a resolution opposing this—the majority opinion is that these classes should be kept local—by the community colleges that already offer them.</p>	<b>Information</b>
4	Equity statement for syllabi	President	3:30	<p>Beth LaRoche proposed that we have an equity statement in syllabi similar to the Title 9 statement. The Academic Senate equity committee proposed the following draft:</p> <p><i>The faculty at College of San Mateo is committed to promoting educational equity and closing opportunity gaps; we understand that students have different educational needs, and, in line with our obligation to close opportunity gaps, we will appropriately respond to those needs. If you feel you are in an environment that is not conducive to your learning, you should contact CSM's Director of Equity or visit <a href="http://collegeofsanmateo.edu/equity">collegeofsanmateo.edu/equity</a> to explore your options.</i></p> <p>Some members expressed concern that the language</p>	Discussion

			<p>of the proposed statement may seem confusing to faculty and/or students. Others were not clear about the intended goal or consequences of the statement. Among the questions and concerns raised:</p> <ul style="list-style-type: none"> <li>-will faculty be required to include exactly this statement (or any statement about equity) on their syllabi, as is now the case for Title 9 statements, or is this only suggested?</li> <li>-will faculty be free to alter the statement so that it seems less like “boilerplate” or “cut and paste” language?</li> <li>-is a failure to “close opportunity gaps” something that can be determined by an outside investigator?</li> <li>-what are the consequences for faculty if a student feels that faculty have failed to close such gaps?</li> </ul> <p>With regard to student understanding of the statement, Colby Riley noted that the statement does tell students who to contact, and this seems like the most important goal—to tell students where to go if they have questions. Still, we discussed several other questions:</p> <ul style="list-style-type: none"> <li>-do all students know what is meant by “equity” or “opportunity gaps”?</li> <li>-should students be given other people to contact to discuss concerns over equity, such as counselors or the classroom professor?</li> </ul> <p>We drafted the following statement as a possible revision:</p> <p style="text-align: center;"><i>The faculty at College of San Mateo is committed to promoting educational equity. We affirm that students are entitled to a learning environment free of unfair practices. If you feel you are in an inequitable environment or you want to learn more about educational equity, please come talk to me. You may also contact CSM’s Director of Equity (collegeofsanmateo.edu/equity) to explore your options.</i></p> <p>We will continue to discuss this statement in February. Rosemary suggested that Jeremiah Sims could be invited to discuss the goals and language of</p>	
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				the statement with the senate	
6	Board policies: 6.90 and X.XX: Debt Issuance	President	4:10	<p>Community education programs are currently coordinated with college Presidents. Some senators expressed concern that the term “stakeholders at each college” is vague and does not include faculty—college presidents don’t always know what courses we are teaching and how these may overlap with community ed offerings. It seems that the VPIs should be involved as they are more likely to be aware of conflicting course offerings.</p> <p>The “debt issuance” materials do not make sense to most senators, but Rosemary said she understands and is comfortable with the statement.</p>	Discussion

**Final Announcements and Adjournment**

4:30: Last semester, we started a discussion of **enrollment caps**: we will need to revisit this topic at future meetings.



**ACADEMIC SENATE**

**Meeting Minutes**

February 13, 2018  
 Rm. 18-206  
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 San Mateo, CA  
 2:30 – 4:30 pm  
[Website](#)

**Executive Committee 2017-2018**

Jeramy Wallace  
*President*

Peter von Bleichert  
*Vice-President*

Rosemary Nurre  
*Treasurer*

Daniel Keller  
*Secretary*

**Executives Present**

<b>Name of Officer</b>	<b>Executive Committee Role</b>
Daniel Keller Rosemary Nurre Peter von Bleichert Jeramy Wallace	Secretary Treasurer Vice-president President

**Senators Present**

<b>Name of Senator</b>	<b>Division</b>
Tabitha Conway Tatiana Irwin Steven Gonzales Beth LaRochelle Colby Nixon Stephanie Roach Kathleen Sammut Lakshmikanta Sengupta Mike Schmidt Mick Sherer	ASLT CASS Business/Tech Math/Science Language Arts ASLT-Library Counselling Math/Science Kinesiology Language Arts

**Others Present**

<b>Name</b>	<b>Representing</b>
Mike Claire David Laderman Vincent Li Teresa Morris Colby Riley Jeremiah Sims Andreas Wolf Ellen Young	CSM President ASGC Past president Business/Tech COI ASCSM Director of Equity Dean Kinesiology CAE

## Opening Procedures

Item	Presenter	Time	Details	Action/ Information/ Procedure
Call to order	President	2:30	Agenda approved	Procedure
Adoption of today's agenda	President	2:35	Approved	Action
Adoption of past minutes	President		Minutes of 11/28/17 and 1/23/18 approved	Action
Public Comment	Public	2:40	Rosemary: the workload survey is coming in the first or second week of March—people should begin thinking about what they have been spending time on and be sure to participate in the survey.  Tabitha Conway is replacing Allie Fasth as a senate representative for ASLT	Information

## New Senate Business

	Item	Presenter	Time	Details	Action (Motion/Resolution)/ Information//Discussion
1	President's Report  a. IPC update b. DPGC update c. DAS update d. FT Prioritization update	President	2:40	<p><b>a. The leadership retreat for IPC</b> will take place at Canada Vista on <b>March 16 from 9:00-3:00</b>. Professional development funds can pay for substitutes for faculty who attend.</p> <p><b>b. Update on community education:</b> programs will continue to be coordinated mainly with college Presidents. However, faculty have been added to the policy to contribute to discussions</p> <p><b>c. DAS update:</b> The state governor has proposed a new funding model: state-funded colleges would see their Fund 1</p>	Information

				<p>budgets cut in half . Twenty-five percent of this cut would be made up with BOG waivers, EOPS, SSSP, and other sources. An additional 25% would be granted using an outcomes-based model. Although these cuts will not directly affect CSM due to our basic aid status, they could have a significant impact on other community colleges. CSM would be affected if we were to lose our status as a basic-aid district.</p> <p>DAS update continued: <b>The ASCCC 2018 Spring Plenary Session</b> will take place at the San Mateo Marriott on <b>April 12 - 14, 2018. Deadline to register is March 15.</b> PD funds will cover the costs.</p> <p><b>d.</b> FT Prioritization: VPI Sandra Stefani Comerford clarified that there is a process in place that we should continue to follow: FT requests should be included in program review, forwarded to division deans. ASGC does not need to participate in the prioritization discussion</p>	
2	ASCSM Update	ASCSM President		Colby Riley, ASCSM president: associated students will be holding events for Valentine’s day and for “club day” on 2/14	<b>Information</b>
3	Standing committee reports	a. COI chair b. CAE chair		<p>a. Teresa Morris, COI Chair: the Committee on Instruction would like to change its name to “Curriculum Committee,” in line with most community colleges. This would require a change to the senate bylaws with 2/3 approval.</p> <p>The next three COI meetings will focus on “general education patterns” to sort our course offerings and ensure we are in alignment. Discussions will continue</p>	<b>Information</b>



				<p>in April and May.</p> <p>b. Ellen Young, Center for Academic Excellence Chair: a schedule of proposed events for the March 8 flex day will soon be available. Workshops will include two sessions on CSM becoming a Hispanic serving institution, with a morning session for both faculty and staff and an afternoon session for faculty.</p>	
4	Peer evaluation committee	President	3:30	Approval of peer evaluation committees for Creative Arts/Social Sciences, Language Arts, Math/Science: Approved by Stephanie; seconded, Rosemary.	Action
6	Basketball program	CSM President	3:35	<p>Mike Claire: CSM will try to have a men's basketball team in place by next fall.. There has long been a popular demand to have a men's basketball team at CSM, and this opportunity required a quick response, in part due to changes to Canada's basketball program as they are in the process of constructing a new gym facility, due to open in 2021. President Claire noted the academic rationale for sports: student athletes, including marginalized student populations, are succeeding in graduation and transfer at very high levels. In order for the new team to be successful, we will need to hire a full-time coach.</p> <p>President Claire mentioned that nearly all hiring decisions get made through extensive discussion and pre-defined processes, but this one was made more quickly. While we almost always follow the process for hiring FT positions, for this new team timing is very important as basketball coaches are in extremely high demand. We can do this without bumping any of the FT positions already prioritized.</p> <p>Unfortunately, we do not have funds for the construction of a new gym.</p>	Discussion
6	Syllabus equity statement	Director of equity	3:45	Jeremiah Sims, Director of Equity: Jeremiah was invited to discuss the goals of equity after our discussion of the equity syllabus statement in the	Discussion

			<p>January 23, 2018 meeting.</p> <p>Jeremiah shared his understanding of what “equity” means: the goal of equity work at all levels—administrative, instructional, classified-- is to create an atmosphere where students can go to any location on campus and work with people who will help them regardless of socioeconomic status, perceived disability, sexual orientation or any other quality—and be treated with respect for their full potential</p> <p>In order to do that, we need a common understanding of what equity is. This does not mean that we all must conform to the exact same definitions. We will do different things, but the goals should be the same: send the message to all students that we want them here, we want them to succeed.</p> <p>Jeremiah shared a definition of equity from his son: equity is not giving everyone the same thing, but giving everyone what they need to succeed. This means being mindful about language. For example, while “achievement gaps” do exist, they may be understood as the outcome of opportunity gaps. For example, some students who work full-time or lack transportation may need extra time to turn in assignments.</p> <p>Colby Riley: attention to equity may include accommodating different learning styles, paying attention to student background, being mindful of how you teach and present information.</p> <p>Jeremy noted that students may seem to be struggling as a result of insurmountable obstacles in their personal lives, but others struggle with problems that are within our control at CSM: problems with racism and sexism on campus, for example.</p> <p>Jeremiah said there is a shortage of research on how to engage traditionally marginalized students at the community college, though he recommended <i>Taking College Teaching Seriously, Pedagogy Matters!: Fostering Student Success Through Faculty-Centered Practice Improvement</i>.</p> <p>President Claire noted that conversations about</p>	
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				<p>equity may sometimes be uncomfortable but they are an important part of the process of making this institution safe for everybody (including those who have been accused of violating equity).</p> <p>Regarding the <b>equity syllabus statement</b>: faculty <b>will not be required to use this exact statement</b>, but we should all at least include a statement that we value equity and, equally important, information about who to contact.</p> <p>We will continue this discussion at future meetings.</p>	
6	Enrollment caps	President	4:20	<p>This is the first of what will likely be many discussions of enrollment caps. The issue is not with the exact caps themselves but with the process put in place. Some faculty across the district feel pressured to increase enrollment to improve LOAD numbers. Unfortunately, the process has been largely improvised without feedback from ASGC or COI/Curriculum Committees.</p> <p>David Laderman suggested that COI/Curriculum Committees might be the best place to put a process in place—perhaps we could simply add a box on every course outline for “enrollment justification”—faculty could then fill this out and do it in the way that makes sense to them.</p> <p>Teresa: course outlines requirements are currently not stringent enough to justify enrollment caps. There would have to be more language. So faculty would have to think about what is in their outlines. There is a lot more work to be done before we can just boot this to COI.</p> <p>Given the complexity of this issue, is the first of what will likely be many discussions.</p>	Discussion

**Final Announcements and Adjournment**

Future Discussion Items & Tentative Schedule: Math/AB705 (Feb. 27th); CSM Mission and Educational Master Plan (Feb. 27th); Program Review updates (Mar. 13th); Adjunct Equity (Mar. 27th); COI name change (Apr. 10th)

Next meeting: February 27, 2018 Location: 18-206, 2:30 p.m.



**ACADEMIC SENATE**

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March 13, 2018  
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 San Mateo, CA  
 2:30 – 4:30 pm  
[Website](#)

**Executive Committee 2017-2018**

Jeremy Wallace  
*President*

Peter von Bleichert  
*Vice-President*

Rosemary Nurre  
*Treasurer*

Daniel Keller  
*Secretary*

**Executives Present**

Name of Officer	Executive Committee Role
Daniel Keller Rosemary Nurre Jeremy Wallace	Secretary Treasurer President

**Senators Present**

Name of Senator	Division
Tabitha Conway Margaret Kaluzny Colby Nixon Stephanie Roach Kathleen Sammut Kevin Sinarle Lakshmikanta Sengupta	ASLT CASS Language Arts ASLT-Library Counseling Counseling Math/Science

**Others Present**

Name	Representing
Mitch Bailey Dan Kaplan David Laderman Beth LaRochelle Colby Riley Bill Woods	District office AFT Past president Math/Science ASCSM Director of public safety

**Opening Procedures**

Item	Presenter	Time	Details	Action/ Information/ Procedure
Call to order	President	2:35		Procedure
Adoption of today's agenda	President	2:35	Approved	Procedure
Adoption of past minutes	President		Approved	Procedure
Public comment	Public		<p>Stephanie: Year One internship training is scheduled for 6/1. The sessions will focus on working with first year students and will be of particular interest to anyone interested in teaching the "College 1" course, but attendance is open to all. Please forward any questions and RSVP to Allie Fasth by 4/6.</p> <p>David: CSM is participating in the Bay Honors Consortium's Research Symposium this spring at UC Berkeley. CSM had more students accepted to this event than any community college in the state.</p>	Information

#### New Senate Business

	Item	Presenter	Time	Details	Action (Motion/Resolution)/ Information//Discussion
1	<p>Information Items</p> <p>a. Leadership retreat</p> <p>b. District Academic Senate update</p>	President	2:45	<p>The CSM leadership retreat will take place on Friday, 3/16 at Canada Vista clubhouse. President Claire wants to discuss what CSM will look like in five years, particularly given significant changes such as guided pathways. Faculty, students, and administrators will all be participating. Jeremy will send the agenda, readings, and a link to the educational master plan.</p> <p>There have been some changes to the DAS constitution: we are moving from a president/vice president model to a president-elect model. With this change, the president-elect will serve for three years (as opposed to two years with the current model); other changes include switching to a representative</p>	Information

	<p>c. ASCCC Plenary</p> <p>d. ASCCC Area B meeting</p>			<p>senate. Please email Jeramy if you have any questions or concerns.</p> <p>A reminder: the state plenary session will be held from April 12-14 at the San Mateo Marriott. Professional development will cover the costs for any who want to attend.</p> <p>The area B meeting, which will include all Bay Area senates, will be held at Santa Rosa Junior College from 10:00-3:00 Friday, March 23<sup>rd</sup>. Beth will be attending.</p>	
2	ASCSM update	Colby Riley, ASCSM president	2:50	<p>Feminism week is being held this week, beginning today and ending Thursday. The protest of mass shootings will be starting at 10 a.m. on 3/14. Janaya Kahn, co-founder of Black Lives Matter, Canada, will be speaking in building 10. President Claire sent an email encouraging faculty to allow students to attend without penalties.</p>	Information
3	Standing committee reports	Ellen Young	2:55	<p>Flex day attendance was strong, with 147 RSVP responses. In the future, there will be a newsletter and event page. If you know of events off-campus that might be interesting for professional development, or are interested in presenting a future flex day event, please talk to Ellen.</p>	Information
4	<p>Action Items:</p> <p>a. Hiring committee for men's basketball coach</p> <p>b. DIAG working group</p> <p>c. Equity statement</p>	President	3:00	<p>a. Hiring committee for men's basketball coach: Approved</p> <p>b. DIAG working group—Kate Motoyama will be joining. Approved</p> <p>c. Equity statement for syllabi. Approved.</p> <p>We had some further discussion of the equity syllabus statement: it is not a new policy so much as information for students. Putting it on course syllabi ensures that the largest number of students (including those who do not read the catalog or take only one class) will see it. There is still a plan to provide faculty with more information about this in the future so that we all feel more prepared.</p>	Action
6	Public safety	Mitch	3:30	After a San Mateo civil grand jury	Discussion

		<p>Bailey, district office, and Bill Woods, director of public safety</p>		<p>inquired about public safety practices, the district formed a public safety committee focusing on all three campuses, and hired Margolis Healy, a public safety consulting service, to do a full study (beginning last fall) that included interviews with faculty, staff, and students and 15 open forums on the three campuses as well as surveys and questionnaires regarding perceptions of safety. We received a lot of feedback as a result of these studies, and Margolis Healy provided a total of 71 recommendations.</p> <p>Recommendations include using more cameras and alarms; enhancing emergency management planning; and clarifying the role, mission, and strategies of public safety. We have already completed 20 of the recommendations, including hiring an emergency manager.</p> <p>Regarding the recommendation to clarify the role of public safety: Our public safety department has only 25 staff who may be too busy to engage with the campus community to build trust and clarify their purpose. Public safety officers have been handing out donuts and talking with students.</p> <p>Margolis Healy's "overarching recommendation" is that we transition the department of public safety to a sworn and armed police department, a process that could take 1-3 years</p> <p>Currently, public safety officers use an "observe and report" model, but do not have the same powers as police—if they cannot handle a situation, they call local law enforcement. It can take time for law enforcement to make it to campus.</p>	
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				<p>However, the district is not currently planning to make the transition to having law enforcement on campus for a number of reasons: As is, public safety officers very rarely call for police backup (not even once a month); to improve response times, we are working on a radio system that will allow campus officers to contact law enforcement directly, as well as informing local police of the campus layout, including tours of campus for officers in training. Our campuses remain very safe, with low crime statistics, and the San Mateo and San Bruno law enforcement were not in factor of making the change. In addition, faculty and student surveys did not support this change.</p> <p>If you have any feedback, please contact Jeramy or visit the public safety office in building one.</p>	
Board policies: 2.36	President	4:10	<p>Policies up for approval next moth include changing the person responsible for mass emails (currently the director of marketing—policy 2.36). Contact Jeramy if you have questions.</p>	Discussion	
Program review updates	President	4:15	<p>Surveys about program review show that the most significant complaints are that “no one looks” at the reviews and that the reviews do not go far enough to create changes on campus.</p> <p>We discussed other concerns about program review: although we do get feedback, we don’t know how much the people giving the feedback really know about the programs, how they are chosen. Some also don’t feel that the reviews are a place to be reflective—instead, it feels like the reviews serve to “justify our existence” rather than to discuss significant issues, such as concerns about equity. The reviews also come in a “one size fits all” model, despite the fact that all subjects and disciplines are different.</p> <p>We will continue to discuss these concerns in the</p>	Discussion	



				future. The next round of program reviews will take place in fall, 2018 .	
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**Final Announcements and Adjournment**

Future Discussion Items & Tentative Schedule: COI name change (4/10); Program review (4/10); Enrollment caps (4/24); Adjunct equity (4/24)

# CSM ACADEMIC SENATE MINUTES

August 29, 2017  
2:30 – 4:30 PM

## Members Present and Others Attending

Executive Committee Role	Name of Officer
President	Jeramy Wallace
Vice President	(Vacancy)
Treasurer	Rosemary Nurre
Secretary	Peter von Bleichert

Senator/Representative Name	Representing
Tatiana Irwin	SSCA
Allie Fasth	ASLT
Margaret Kaluzny	CASC
Kathleen Sammut	Counseling
Kevin Sinarle	Counseling
Colby Riley	ASCSM
Mick Sherer	Language Arts
Stephanie Roach	ASLT/Library
Beth LaRoche	Dental Asst./Math/Science
Jeff Flowers	Chemistry/Math Science
Vincent Li	Bus. & Tech.

Others Attending/Name	Others Attending/Representing
Tonia Barksdaley	Student/Community
David Laderman	Former AS President

## **Proceedings**

Jeramy Wallace called the meeting to order at 2:32 p.m.

### **I) Order of Business**

#### **1) Approval of the Agenda August 29, 2017 and Draft Minutes May 9, 2017**

##### **a) Agenda**

Updated tenure committee lists provided by deans. Emergency action item.

Stephanie Roach moved to approve the agenda, and Jeff Flowers seconded the motion. All voted in favor, agenda approved.

##### **b) Minutes**

Margaret Kaluzny moved to approve the minutes, and Stephanie Roach seconded the motion. All voted in favor, and the minutes were approved by consensus.

#### **2) Public Comment**

The following public comments were shared:

- Stephanie Roach: Library has added databases for research. Swank Digital Campus. Film streaming. Library home page. Library card to access off campus. Can be embedded in Canvas.
- Introductions of executive committee and senators.

### **II) Information Items**

#### **1) Academic Senate President's Report**

- District meeting was held on 8/28. Pres. Wallace attended. Was informational meeting. No initiatives presented.
- Program Reviews: Resource (faculty, staff, and equipment) requests only [due Oct. 27].
- By-laws. AS now representative body. Remove language on governing council. David Laderman confirms this was already completed.

- Skyline blackface incident. Joint AS/Admin. statement. Infusing issues of equity and race/class into curriculum. District Senate president discussion with Teresa Morris.
  - o Pres. Wallace commits to a Resolution to follow due process. Senate felt respective faculty's right to due process infringed upon by lack of confidentiality regarding incident. President will draft a resolution. Reiterates that, under Brown Act, do not hit reply all when submitted comments on draft language.
- Museum of Tolerance. Division elect two faculty. Contact Jeramy Wallace by Sept. 8.
  - o Rosemary Nurre recommends follow-up email blast.

**2) Associated Students of CSM (ASCSM) Update, Colby Riley – President, ASCSM**

The following information was reported by ASCSM:

- Colby Riley, ASCSM President.
- Planned DACA event. Focusing on equity/immigration issues.

**III) Action Items**

- 1) Jeramy Wallace introduces action item: Tenure committees for fourth-year reviewees be shunted to Spring 2018. Rosemary Nurre moves to approve. Jeff Flowers seconds the motion. Unanimous approval by senate.
- 2) Jeramy Wallace informs senate that Kristi Ridgeway, incoming Vice President, has accepted a position as Dean (Interim) Language Arts. Introduces action item that Peter von Bleichert, incoming secretary, be elected Vice President. Rosemary Nurre moves to approve and Vincent Li seconds the motion. Unanimous approval by the senate.
  - a) Peter von Bleichert will continue duties as secretary until replacement found.
  - b) Jeramy Wallace will seek replacement for secretary position.

**IV) Discussion Items**

1) **Library Advisory Committee** – Committee exists, has been dormant. Jeramy wishes to revive this committee, expresses need for a chairperson. Stephanie Roach discusses past LAC. Proposes faculty feedback to keep services up-to-date. Dir. of Learning Commons will be on committee. (Recommend contact for Jeramy: Sarah Artha-Negara, Kinesiology)

**2) 2017-18 AS Goals**

a) Equity

- (i) Colby Riley – Would like to see additional equity training/professional development.
- (ii) Tonia Barksdale - Spoke about equity/student perspective. Wants commitment to equity.
- (iii) Rosemary Nurre – Equity a priority here at CSM.
- (iv) Rosemary Nurre – Policy regarding outcomes. More equitable outcomes. Director of Equity Jeremiah Sims to speak.
- (v) Tatiana Irwin – More tangible goals.
- (vi) Beth LaRochelle – proposal to craft and add an equity statement to syllabi.
- (vii) Tonia Barksdale – Tangible goals: Get language out there, get everyone on same page. Communicate existing procedures.
- (viii) Peter von Bleichert – Add to student orientation/Year One. Communicate policies and processes for reporting.
- (ix) Other ideas:
  - Increase catalog proficiency for instructor and students.
  - Guidelines for grievances. Fear of retaliation precludes reporting. Brown bag discussions during flex day.
  - All activities in Academic Senate to be conducted through lens of equity.
  - Collect information/data.
- (x) Discussion item tabled.

### **3) Henry Villareal/Jennifer Hughes retirement**

- a) Draft/vote a resolution on these retirements, plus Louis Piper retirement.
- b) Rosemary Nurre – Contribute to a scholarship fund, donations in their name.
- c) Jeramy to communicate with faculty/staff who have worked with these key personnel.

Meeting adjourned at 4:14 pm

Date and time of next meeting: Tuesday, September 12, 2017, 2:30-4:30pm.

Minutes prepared by Peter von Bleichert, with assistance from Jeramy Wallace.



**ACADEMIC SENATE**

**Meeting Minutes**

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**Executive Committee 2017-2018**

Jeramy Wallace  
*President*

Peter von Bleichert  
*Vice-President (& interim secretary)*

Rosemary Nurre  
*Treasurer*

[vacant]  
*Secretary*

**Executives Present**

<b>Name of Officer</b>	<b>Executive Committee Role</b>
Rosemary Nurre	Treasurer
Peter von Bleichert	Vice-President (& interim secretary)
Jeramy Wallace	President

**Senators Present**

<b>Name of Senator</b>	<b>Division</b>
Allie Fasth	ASLT
Jeff Flowers	Math/Science
Steven Gonzales	Business & Tech
Margaret Kaluzny	Creative Arts/Social Sciences
Beth LaRochelle	Dental Assisting
Vincent Li	Business & Tech
Colby Riley	ASCSM
Stephanie Roach	ASLT/Library
Mike Schmidt	Kinesiology
Mick Sherer	Language Arts

**Others Present**

<b>Name</b>	<b>Representing</b>
Charlene Frontiera	Dean – Math/Science
Dan Kaplan	AFT
David Laderman	Past AS President
Ellen Young	Chair of CAE Committee/Prof. Dev. Coordinator

**Opening Procedures**

<b>Item</b>	<b>Presenter</b>	<b>Time</b>	<b>Details</b>	<b>Action/Information/Procedure</b>
Call to order	President	2:30	Attendance indicates we have quorum.	Procedure

Roll/Introductions	Secretary	2:30	Sign-in sheet used.	Procedure
Adoption of today's agenda	President	2:31	Jeff Flowers moves to approve. Beth LaRochelle seconds.	Action
Adoption of past minutes	President	2:32	Allie Fath moves to approve. Seconded by Stephanie Roach.	Action
Public Comment	Public	2:33	Stephanie Roach discusses ban on books, particularly graphic novels. Library has display. Maker Space event at library.	Information

### New Senate Business

	Item	Presenter	Time	Details	Action (Motion/Resolution)/ Information//Discu sion
1	Guidance session	President	2:35	Program Resource Request process open. Information session is rm.18-204, on Oct. 3, 2:30pm	Information
2	IPC	President	2:36	Subcommittee rewriting mission statement for the college. AS will review/propose revisions.	Information
3	Governance	President	2:37	Handbook for governance/shared governance to be designed. Will need approval by constituencies.	Information
4	ASCSM	Colby Riley	2:38	Club fair this week (Wed. /Thurs.). DACA rally Oct. 4, Berkeley speaker (10-1). Free tuition an issue of discussion/interest to ASCSM.	Information
5	Committee Reports	Ellen Young	2:43	Will present/seek ideas for professional development: shadowing faculty; pursue expertise as academics; etc.	Information
6	Tenure Committees	President	2:46	Re: Business & Tech. Rosemary Nurre moves to accept; Stephanie Roach seconds; Peter von Bleichert abstains.	Action
7	Admin & Classified Selection Procedures	President	2:47	<p>Selection procedures proposals out of Skyline. Non-tenured employees would be ineligible to serve on hiring committees, nor could adjuncts serve. Language currently states 'faculty', which could be tenured or non-tenured.</p> <p>Rosemary Nurre questions language re: approval process. Supports tenured full-time faculty only on hiring committees.</p> <p>Peter von Bleichert states some departments have no tenured faculty and are adjunct heavy.</p> <p>Mick Sherer agrees that this may create under-representation for some departments.</p> <p>Beth LaRochelle asks if there is a way we could distinguish long-employed adjuncts.</p> <p>Peter von Bleichert proposes using union steps/grades to determine senior adjuncts and make them eligible to serve.</p> <p>Dan Kaplan proposes that 3<sup>rd</sup> &amp; 4<sup>th</sup> year tenure-track full-time faculty or senior part-timers could be eligible to participate in the hiring process.</p>	Discussion



			<p>Mick Sherer asks if we are seeking to create a rule to prevent something that is not really happening.</p> <p>Stephanie posits that if the hire is departmental-related the department may wish to use internal adjuncts or tenure-track full-timers for hiring (I.e. Cosmetology would not have Math faculty on a hire related only to their department).</p> <p>Rosemary Nurre states that wording a caveat for senior part-timers will be difficult, especially if they are not carrying multiple courses.</p> <p>Vincent Li states full-timers are usually more involved in administrative agendas and would be most impacted by new hires.</p> <p>Steven Gonzales states adjuncts ‘have skin in the game’, that we need more people involved in decision-making as we tend to see the same faces at hiring committees. By bringing long-term adjuncts into the process, the process would benefit.</p> <p>Jeremy Wallace states that CSM’s faculty is comprised predominantly of adjuncts</p> <p>Allie Fath says that, regardless of these concerns, we must ensure the correct people be placed on committees, and, if we are looking long-term, anyone that wants to serve on a committee obviously subscribes to the college mission, and should therefore be considered.</p> <p>Stephanie Roach states that hiring committees involve a long-term process that results in long-term impacts, and that the Senate needs to be involved and not act as a rubber-stamp.</p> <p>Jeremy Wallace proposes that, since Skyline’s revisions were initiated by their own Senate, they have examined the issue and concluded the proposed language is sound, and this supports that SMCCD’s Academic Senates are functioning.</p> <p>Mick Sherer proposes that all committees should require full-timers only so administration must hire more full-time faculty.</p> <p>Mike Schmidt states that Kinesiology’s full-time faculty also coach, and it is unlikely they could sit on hiring committees, and that adjuncts would be integral to a Kinesiology-related hiring committee.</p>	
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				Jeremy Wallace tables discussion.	
8	Secure Media Server	Jeremy Wallace	3:11	<p>Jeremy Wallace explains that a secure media server was proposed for SMCCD, with separate servers at each sister campus.</p> <p>Stephanie Roach questions the nature of the media that will be stored on the proposed server and whether copyright issues and potential litigation have been thoroughly considered?</p> <p>Jeremy Wallace explains that the District Senate is addressing copyright licensing.</p> <p>Stephanie Roach states that, from experience, litigation is potentially there. Stephanie adds that Swank (CSM's current film database) is very expensive, though addresses licensing and limits CSM's liabilities for use.</p> <p>Steven Gonzales proposes that secure server be only used to protect original content (faculty lectures &amp; student work), otherwise we should avoid copyrighted material, as fair-use and its abuse exposes us to liability.</p> <p>Jeff Flowers thinks the issue is above our discussion after he asks if there is an attorney present. Jeff then questions: 'Who will maintain server?', stating that servers must be maintained and monitored. He concludes the Canada proposal is half-baked and that we need to hear from those supporting the proposition.</p>	Discussion
9	Professional Development	Ellen Young	3:23	<p>Ellen Young distributes a written survey to those present.</p> <p>Ellen Young states that her priority as coordinator is to get people to attend. She then adds that the new contract requires faculty to attend flex days, including two on-campus. Ellen also seeks to understand the faculty wants and what their barriers to attendance are.</p> <p>Jeremy Wallace supports any workshop that provides an immediate payback with material that can be deployed to the classroom.</p> <p>Beth LaRochelle proposes that professional development activities should be recorded/streamed for those that cannot attend (adjuncts or otherwise)</p> <p>Allie Fasth states that we need to help faculty build</p>	Discussion

				<p>community across divisions.</p> <p>Peter von Bleichert would like to see outdoor activities/lectures and food.</p> <p>Mick Sherer states the English department retreat for was the most productive Professional Development activity he ever participated in, and that a group bicycle ride on flex-day was enjoyable.</p> <p>Jeremy Wallace addresses lack of flex-day activity attendance compensation for adjuncts.</p> <p>Stephanie Roach explains that, currently, a flex-day must fall on an adjuncts teaching day for an adjunct to be compensated, and that there is a cap on the total hours that will be paid.</p> <p>Jeremy Wallace proposes use of stipends for adjuncts to attend, and that ‘we can find the money.’</p> <p>Dan Kaplan wonders if he remembers correctly that the Professional Development budget was increased recently and substantially.</p> <p>Ellen Young states that American Federation of Teachers allocation for full-time faculty Professional Development is a different pot of funds than what we are discussing.</p> <p>Ellen Young concludes by asking for further feedback on Professional Development.</p> <p>Jeremy Wallace tables the discussion.</p>	
10	Equity	Wallace	4:00	<p>Jeremy Wallace states Director of Equity Jeremiah Sims could not attend as planned, though recommends the Academic Senate create pillars by which a policy can be supported.</p> <p>Colby Riley believes equity means every student is safe and comfortable in a classroom and has equal opportunity to acquire materials skills to succeed.</p> <p>Rosemary Nurre asks whether equity lies in curriculum, or rather in how faculty treat students?</p> <p>Ellen Young states that curriculum is Euro-centric, and that we should move away from that.</p> <p>Allie Fash suggests highlighting successes, and then share that knowledge in training for others.</p> <p>Steven Gonzales states that Electronics has exhibited</p>	Discussion

			<p>high improvement in student success. He believes this is due to special attention to students, and that CTE-oriented curriculum has motivated students, as they want and are training for a job. Steven also believes analysis key to successes and that assessment is key.</p> <p>Jeremy Wallace reiterates that, with mandated flex-day attendance, we now have a captured audience to expand participation in training, and suggests hiring a speaker such as Tim Wise to host a keynote on equity, and then CSM faculty would break into groups to discuss.</p> <p>Mick Sherer believes data is key, though has to be disaggregated.</p> <p>Jeremy Wallace proposes a racial sensitivity course be included in flex-day and be required for all.</p> <p>Steven Gonzales asks ‘what is equity’?</p> <p>Peter von Bleichert suggests we focus on defining what we are trying to craft policy around.</p> <p>Stephanie Roach checks the equity page on CSM’s website. Quotes from site (see website for exact wording of CSM’s equity statement, including Jeremiah Sims language for ‘educational equity.’</p> <p>Mike Schmidt asks if there are examples of inequity in courses?</p> <p>Mick Sherer adds that we should look at other schools to learn from what they are doing.</p> <p>Beth LaRochelle has used surveys related to the Americans with Disabilities Act to survey her classes regarding their life-situation.</p> <p>Colby Riley suggests that there are more subtle ways to find out a student’s life situation.</p> <p>Mick Sherer states that we need to separate faculty performance/evaluation regarding equity so faculty are comfortable to discuss, learn, and make progress in this area. We must determine safe ways to have tough conversations.</p> <p>Allie Fasth likes Jeremiah’s statement since it focuses equity on education, and that discussions with Dr. Sims have changed her focus on the issue.</p>	
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			<p>Jeramy Wallace feels we need to focus on what we can do as a Senate, and operate within our purview, that which falls under 10+1, I.e. Curriculum, hiring, etc.</p> <p>Jeramy Wallace asks for volunteers for an equity sub-committee.</p> <p>Volunteers include: Allie Fasth, Colby Riley, Mick Sherer, and Peter von Bleichert.</p> <p>Jeramy Wallace tables the discussion.</p>	
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**Final Announcements and Adjournment**

<b>Item</b>	<b>Presenter</b>	<b>Time</b>	<b>Details</b>	<b>Action/ Information</b>
Announcements	Jeramy Wallace	4:26	Nov. 14 <sup>th</sup> . Joint Academic/Classified Senate meeting.	Information
Next meetings	Jeramy Wallace	4:26	Director of Workforce Development, Ray Kaupp, will attend the next meeting to discuss Strong Workforce Program. We will also discuss enrollment caps, and course minimums.	Information
Adjournment	Jeramy Wallace	4:27	Meeting adjourned.	Action

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

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

College of San Mateo Academic Senate Meeting Minutes  
Tuesday, December 5, 2017, 2:30-4:30pm  
Location 18-206

<b>Members present:</b> <ul style="list-style-type: none"><li>● Peter von Bleichert</li><li>● Colby Nixon</li><li>● Rosemary Nurre</li><li>● Jeff Flowers</li><li>● Stephanie Roach</li><li>● Margaret Kaluzny</li><li>● Mick Sherer</li><li>● Allie Fasth</li><li>● Kevin Sinarle</li><li>● Beth LaRochelle</li></ul>	<b>Others present:</b> <ul style="list-style-type: none"><li>● Colby Riley</li><li>● Charlene Frontiera</li><li>● Paul Hankamp</li><li>● David Laderman</li><li>● Laura Demsetz</li><li>● Heidi Diamond</li><li>● Ashley Phillips</li><li>● Diana Bennett</li><li>● Leigh Anne Shaw</li></ul>
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1. Business items

- a. Approval of Agenda -- Moved by Rosemary Nurre, seconded by Kevin Sinarle. All voted in favor, and the agenda was approved.
- b. Approval of Minutes (November 28, 2017)
  - i. Correct typo in spelling of Stephanie Roach's name on page 3.
  - ii. Amendment to discussion of adjunct faculty equity
  - iii. Table approval of the minutes until the next meeting. This will give time to Senators to review the proposed changes to the minutes.
- c. Public Comments:
  - i. Paul Hankamp, Distance Education Coordinator while Erica Reynolds is out. On her return, the two will continue to partner on a range of related projects including accessibility and Curricunet. He will also serve on DEETC & DIAG committees. Paul is attending various meetings around campus, and will offer open office hours in the DGME lab in building 10. This is to provide support for Canvas.
  - ii. Library has extended hours Monday-Thursday of this week and next week. Please let students know the Library will be open until 10pm on those days. Coffee, tea, and snacks will be available.

- iii. Thursday, 10-12 in Bayview in Building 10, College 1 students will be presenting their poster projects about Trevor Noah's book *Born a Crime*.
- iv. Integrative Science Center - Building 36-110; Extended hours this week and next week.

## 2. Information Items

- a. ASCSM Update, Colby Riley, ASCSM President: No report.
- b. Standing Committee Reports
  - i. COI: - no update
  - ii. LAC: - no update
  - iii. CAC: - no update
  - iv. CAE: Ellen Young has finalized agendas for Flex Days in January. Please share the schedule with your Division.

## 3. Action Items

- a. Equity Resolution
  - i. Reminder this document is designed to raise awareness rather than outline a specific course of action.
  - ii. Commentary on the phrase "widespread inequities" in the first resolved statement. This phrase doesn't refer to specific data, and is open to interpretation in more than one way. For example, it leads to questions such as: How widespread is it? Is it a fact that systemic obstacles exist at CSM? Or is this more generally a statement that should be directed to education systems. Some said that the word "widespread" doesn't specify the degree of the problem, but indicates that the problem is present in a number of places across the system. The statement isn't specifying that a group is intentionally being targeted, and the word "widespread" signals a sense of urgency about the problem. But it could begin to suggest that most or all faculty/staff are contributing to the problem, when that may or may not be true. Perhaps the words at CSM could come out so the problem is focusing more on the wider social problem. However, this could be too broad to lend urgency to our responsibility to actively seek solutions and examine our practice here at CSM. Ultimately, the important

idea is that it impacts entire populations of students. Studies do show that groups are affected. **Agreed: Amend the statement, removing the word “widespread”** so long as urgency is expressed by changing other language (see below).

- iii. Commentary: Is the final whereas and first resolved too similar? “Acknowledgement” is a passive term, but it is still important to acknowledge the problem. **Agreed: Change it to a more active phrase. “commits to eliminating systemic obstacles that exist....”**
- iv. Commentary: Last resolved doesn’t identify specific policies, and so it may be useful to change the language to more generally review policies. **Agreed, change it to read “to direct the review and if necessary, the creation and amendment of policies”**
- v. Commentary: Policy and funding should be treated in separate resolved statements. Because the Board of Trustees does not create policy, the wording needs to be adjusted. **Agreed: Separate the third resolved statement and change wording as follows: “Resolved, the CSMAS urges the SMCCC BoT to continue to provide, and as necessary, increase funding for CSM’s...”**

Rosemary Nurre moves to approve with the Resolution with amendments as noted. Allie Fath seconds her motion. All voted in favor to approve the Resolution.

- b. Academic Senate Secretary: Daniel Keller, Language Arts  
Mick Sherer moved to approve Daniel Keller as the new Secretary. Rosemary Nurre seconded his motion. All voted in favor.

#### 4. Discussion Item: Strong Workforce, Diana Bennett

- a. Next funding cycle is in February. Last year we received \$700,000+ and this year we expect to receive more. However, allocations have not yet been released.
- b. This funding is targeting development of middle skill jobs, in order to fill the gap.
- c. A timeline, application form, and allocation & activity overview have been completed, and were handed out during the meeting.
- d. Application requires a short summary, that is 2-3 sentences long. Assessment information is also required. Ashley Phillips can assist with providing some types

of data. Additionally, budget details are required, and support can be provided for successfully filling out this aspect of the application.

- e. All information will be available on a website. Contact Diana Bennett and Ashley Phillips with questions.
- f. There will be an ad hoc committee to review all submissions. A rubric will be developed, and then feedback provided to those whose submissions were not accepted. If your proposal was rejected last year, you are encouraged to resubmit if the need is still present. More transparency will be added to the process this year.
- g. The plan is for this to become a standing agenda item, so that updates can be communicated to faculty. Appreciation was expressed for the commitment transparency in the process and willingness to communicate regular progress updates.

Meeting adjourned at 4:00 pm.

Minutes by Stephanie Roach with assistance from Peter von Bleichert

The next meeting is scheduled for Tuesday, January 23, 2018, 18-206, at 2:30 pm