



**ACADEMIC SENATE**

**Meeting Minutes**

**May 8, 2018**  
Rm. 18-206  
1700 W. Hillsdale Blvd.  
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**

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

**Senators Present**

<b>Name of Senator</b>	<b>Division</b>
<b>Tabitha Conway</b> <b>Tatiana Irwin</b> <b>Margaret Kaluzny</b> <b>Vincent Li</b> <b>Kathleen Sammut</b>	<b>ASLT</b> <b>CASS</b> <b>CASS</b> <b>Business/Technology</b> <b>Counseling</b>

**Others Present**

<b>Name</b>	<b>Representing</b>
<b>David Laderman</b> <b>Madeleine Murphy</b> <b>Colby Riley</b>	<b>Past president</b> <b>Assessment</b> <b>ASCSM</b>

**Opening Procedures**

Item	Presenter	Time	Details	Action/ Information/ Procedure
Call to order	Vice- President	2:35		Procedure
Roll/Introductions	Secretary			Procedure
Adoption of today's agenda	Vice- President	2:40	Approved	Procedure
Adoption of past minutes	Vice- President	2:40	Minutes from 4/24/18 approved	Procedure
Public Comment	Public	2:40	<ol style="list-style-type: none"> <li>1. This will be the last meeting for senators Kathy Sammut and Margaret Kaluzny as well as for ASCSM president Colby Riley. All three have made valuable contributions to our discussions and will be missed.</li> <li>2. David Laderman noted that nine CSM students (more than any other community college) presented at the UC Berkeley Honors Symposium. The event was well-attended and CSM students were very successful in presenting on complex, engaging topics.</li> <li>3. Peter informed us that CSM students also excelled at the Bay Area community college "Business Pitch" on 5/5/18, taking 1<sup>st</sup> and 3<sup>rd</sup> prizes among 10 community colleges represented.</li> </ol>	Information

#### New Senate Business

	Item	Presenter	Time	Details	Action (Motion/Resolution) / Information//Discussion
1	ASCSM update	Colby Riley, ASCSM President	2:45	On May 9, the student senate will host a forum in building 10 to educate people about the recent safety recommendations and address concerns about a rocky relationship between public safety and students.	Information

				<p>Rosemary asked if Mondana Bathai, the incoming ASCSM president, can give us a report next semester on the response to the safety recommendations. Colby noted that student response so far has been “pretty neutral.”</p> <p>ASCSM will also be hosting a “relaxation week,” scheduled for the week before finals.</p> <p>We wished departing president Colby Riley well as he transfers to UC Santa Cruz next fall.</p>	
2	<p>Standing committee reports</p> <p>College Assessment Committee</p>	<p>Madeleine Murphy, chair</p>	3:00	<p>Madeliene is expecting to revise the SLO website over the summer in order to bring it up to date and to make it into a single, clearly written handbook. She will also be developing several new workshops to be offered on a regular basis to help faculty and staff with the new program review.</p>	Information
3	<p>Assessment tools</p>	<p>Madeleine Murphy, Assessment committee chair</p>	3:15	<p>We are changing the assessment mandate to make it clearer, more meaningful, and less time-consuming. The most significant change is that faculty and staff participating in assessment will be able to take a couple of flex days in a year to make sure our programs are coherent and to tackle any issues that are in need of improvement.</p> <p>Assessment will include looking at the language in the program outcomes and making sure that departments/divisions/programs are working towards those goals.</p> <p>The more difficult challenge is to find out how students are doing at the <i>program</i> level—while we perform assessments at the class level, it is harder to track outcomes for students at the end of a program. One approach, currently being piloted in the English department, involves students taking a survey at the end of what will be, for most, their final English class. The survey asks students how well they have mastered particular skills after taking a the full sequence of English courses.</p> <p>The review and assessment process could also become more interdisciplinary, with faculty and staff participating in interdisciplinary activities around</p>	Action

				<p>shared concerns. For example, if faculty in one department are trying to find out if one teaching strategy works, they could focus on a specific outcome and compare how students have done in the past and after an intervention, sharing the result with faculty outside of that program on a flex day.</p> <p>We may not be using Tracdat in the future: not many people are using it anyway, and it is not designed to be used with a model where program assessments are about trying things out and tracking how they work—it is more useful for recording numbers.</p> <p>How much we can change accreditation depends to some extent on ACCJC—they may require us to continue using TracDat—but we can still focus more on the goal of trying out and testing interventions. We will also still have SLOs—Madeleine has clarified that faculty will still need to be doing something to track student learning beyond grading.</p> <p>All voted in favor of the changes.</p>	
4	Committee restructuring	Vice President	3:40	<p>Currently we have several committees that overlap. For example, the curriculum, assessment, equity, library advisory, and distance education committees, while all distinct, share many common goals and interests. We could instead have one larger “super-committee,” The Teaching and Learning Committee, made up of two faculty from each division. The existing committees would continue to meet for dedicated projects but would become smaller “working groups.” Ultimately, we could narrow down to two large committees—Curriculum and Teaching and Learning—with working groups focusing on smaller tasks as needed.</p> <p>We discussed a number of questions: membership of the committees and working groups; the specific tasks working groups are charged with; whether we need separate mission statements for the groups.</p> <p>Because of the number of questions at this time, Peter proposed that we table any decisions about</p>	Action (tabled—to be brought back in fall 2018)

				committee restructuring to the first meeting of the fall 2018 semester.	
5	Changes to program review	Vice President	3:55	The new proposed program review was sent out on May 4 and attached to the agenda for our last meeting. After a final review, all voted in favor of the proposed changes.	Action
6	Year in review (2017-2018)	Vice President		<p>Peter shared a list of goals we accomplished this semester as well as topics we will continue discussing in the future:</p> <ul style="list-style-type: none"> <li>-discussed and revised the equity syllabus statement, which faculty will be asked to include in the fall</li> <li>-revised college mission statement</li> <li>-clarified faculty purview over guided pathways</li> <li>-created and adopted a new institutional planning and participatory governance handbook</li> <li>-clarified the full-time prioritization process</li> <li>- had a leadership retreat at Canada</li> <li>-participated in development of the educational master plan</li> <li>-had successful flex days (thanks to Ellen Young)</li> <li>-made changes to program review</li> </ul> <p>The following are still in progress:</p> <ul style="list-style-type: none"> <li>-discussion on enrollment caps</li> <li>- discussion of adjunct equity</li> <li>-discussion and vote on committee restructuring</li> </ul>	Information

**Final Announcements and Adjournment**

**Next meeting: August 27, 2018**

**Location: 18-206, 2:30 p.m.**