



ACADEMIC SENATE

Meeting Minutes

February 28, 2023
 Zoom Meeting ID: 442 779
 680
 1700 W. Hillsdale Blvd.
 San Mateo, CA
 2:30 – 4:30 pm
[Website](#)

Executive Committee 2023

Arielle Smith
 President

Jesenia Diaz
 Vice-President

Stephen Heath
 Treasurer

Daniel Keller
 Secretary

Executives Present

Name of Officer	Executive Committee Role
Daniel Keller	Secretary
Jesenia Diaz	Vice President, Acting President

Senators Present

Name of Senator	Division
Rene Anderson	Language Arts
Michelle Beatty	Math Science
Michelle Brown	CASS
Yvette Butterworth	Math Science
Leo Cruz	Counselling
Manny Delgado	Counselling
Susan Khan	ASLT/CTL
Vincent Li	Business-Technology
Matt Montgomery	ASLT
Edgar Mojica Villegas	CASS
Gil Perez	Counselling
Tim Tulloch	KAD
Todd Windisch	Language Arts
Lale Yurtseven	Business-Technology

Others Present

Name	Representing
Jennifer De La Cruz	Counselling
Carla Gundy	VPI
Aaron McVean	District Office
Teresa Morris	Library
Kevin Sinarle	Counselling

Opening Procedures

Item	Presenter	Time	Details	Action/ Information/ Procedure
Approval of today's agenda	President	2:34	Jesenia is acting as president today in Arielle's absence. Minor change to the agenda: We have been asked to consider adding another faculty member to a hiring committee for the assistant athletic director position. Move to approve: Chris Second: Leo All approve	Procedure
Approval of past minutes	President	2:35	Minutes approved	Procedure
Public Comment	Public	2:36	Deadline for the CSM scholarship: Faculty members should know that your recommendation is due by March 2 nd . Contact Luis Vargas from the scholarship coordinator committee if you have questions. Jesenia: just a reminder that we have a new interim chancellor. We will probably return to this topic in future meetings. She will be starting in April. Unfortunately, our finalists didn't work out and Chancellor Claire doesn't want to stay for the extra time it would take to go through a new search process—of course we understand as he has been with us for a very long time.	Information

New Senate Business

	Item	Presenter	Time	Details	Action (Motion/Resolution)/ Information//Discussion
1	President's Report	Arielle	2:45	No report for today	Information
2	ASCSM Update	ASCSM Andrea Morales	2:46	ASCSM just started their meetings for the fellowship program that they have been working on for the last year and half. There will be an 8 week cohort. Jesenia: how many students were you able to take on? Andrea: we started with 78 students... We are hoping to see an increase of applications for this program next semester.	Information

				<p>Jennifer: I don't think there is any requirement if you have experience, but the course does allow you opportunities to update your materials.</p> <p>Regarding the "teaching and learning modalities definitions," we will be giving our feedback before it goes to final vote.</p> <p>Another note: At the last meeting, we thought DEAC was left out of the district bylaws entirely, but it is listed as an "auxiliary group." We are fine with that—we don't need to be a standing committee at the level of curriculum.</p> <p>OER: OER week is next week. We are working on the messaging that will be sent out to deans. Board of trustees president Lisa Petrides is coming to give her feedback—she has a lot of experience with OER. The coffee talk with Board President Petrides is Tuesday at 3:00.</p>	
5	Action Items		3:00	<p>1. Hiring committee appointment : Assistant athletic director Adding Doug Williams We have already voted on the makeup of the hiring committee—this is just to add one more member . Move to approve Todd; Second: Daniel All approve</p> <p>2. Committee participation policy</p> <p>We discussed this in the first February meeting. Since then, we have added some new context and made some changes to the policy, including that faculty should attend 75% and not 80% of committee meetings for committees that meet once a month versus twice a month. The document also clarifies the role of the committee chair.</p> <p>Move to approve: Chris Second Vince All approve</p>	<p>Action</p> <p>Approved</p> <p>Approved</p>
6.	Discussion items	Teresa Morris		<p>1. Non-instructional Faculty Workgroup update – Teresa Morris (10 minutes)</p> <p>We will be convening next Wednesday at 3 pm if any wants to join us. I have already sent out</p>	Discussion

		<p>Aaron McVean</p>	<p>invitations to participate If I missed any of you, please just reach out.</p> <p>Jennifer noted the meeting conflicts with the all-campus meeting that was just sent out. Teresa: We may have to reschedule, but I hope to get this done before the mid-March senate meeting. We hope to return back to district senate to continue this conversation—I have asked the district to consider adding us to the agenda for mid-March.</p> <p>2. SB 893 – Free College Proposed Board Policy – Aaron McVean (40 minutes)</p> <p>This initiative, which was passed in the fall, waives enrollment fees for all students who reside in San Mateo County for the Spring 2023 semester. Normally, the ed code restricts the use of general fund fees to waive enrollment costs, but as a basic aid district, we have more flexibility to use our general fund dollars.</p> <p>More than 12,000 students who reside in San Mateo are receiving support.</p> <p>We cover all fees if students demonstrate some kind of financial need, but we also pay for enrollment fees regardless of demonstrated need. Need is determined by Promise Scholars grants, but that covers only 2,103 students. We are now covering all fees for a much broader range of students.</p> <p>In looking ahead to the next 4.5 years, we are discussing breadth versus depth: should we provide more support for fewer students or less support for more students?</p> <p>Aaron showed us what it would look like if we restricted the numbers in various ways—for example requiring a minimum of six units, or supporting only students with a goal of completion would reduce the number of students from 12,000 to 4,000. That seems too restrictive.</p> <p>We are also looking at other ways we might support students: transportation, summer term, child care, textbooks, technology, material</p>	
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equipment for specialized programs, and study abroad all can be included. These ideas are popular until we look at the total cost—from 23 million to 16 million, depending on restrictions.

We have also looked at other ways of doing more for students without such overwhelming costs: we could open free enrollment to all students, without any minimum enrollment units, or we could support transportation in limited ways (for example, a \$50 monthly stipend for students with demonstrated financial needs). We hope to discuss this further at the March 22nd board meeting. This summer, I will recommend that we just roll the current spring policies for summer and start the new policies for fall .

Vincent: Do you believe our significant enrollment increase(14%) is due to the fee waiver?

Aaron: multiple factors contributed, but I am pretty certain dropping fees played a major role. In the next two years, I think we may see an increase due to slowing economic activity.

We also did a lot of promotion—on YouTube Tiktok, and other social media—this may also have contributed to the increase. We don't expect we will see increases like this continuing. I think we will see a bigger bump for fall, and then probably a softening.

Vincent: do you see this as a parallel to CCSF? Despite offering free college, they seem to be going broke and laying off faculty.

Aaron: The funding is different there. Other colleges, such as Evergreen, have been experimenting with free courses and have also seen a significant enrollment increase.

Chris: CCSF's problems are not a result of free college—they have had enrollment and budget problems long before offering free classes.

Teresa: is there a breakdown by zip code so that we can see where the enrollment bump is coming from? Are these the students we are trying to reach?

Aaron:We haven't looked at zip codes, but we have looked at other factors—and we have

		Aaron	3:45	<p>found that Latinx and low income students have increased.</p> <p>Daniel: Traditionally professional development has been funded through these fees. Will that be impacted?</p> <p>Aaron: Professional development will now come through the general fund, not from student fees.</p> <p>Philip: how do we measure the effectiveness of the marketing expenses? Is there a way to see how different divisions were affected?</p> <p>Aaron: we saw increases in the specific areas we wanted to target, but I don't know of a way to look at division impact.</p> <p style="text-align: center;">3. Impact of 10 student minimum class size – Aaron McVean (20 minutes)</p> <p>We discussed this (board policy 6.04) on DPGC, and we approved a recommendation that is moving forward to the chancellor. The policy change: class sections with fewer than 10 students will be cancelled—down from 20. It's what we have been doing since 2021, so a lot of the recommendation was to keep this going forward.</p> <p>The board asked about the history of course cancellations and the costs. We looked at the number of sections cancelled over time: sections with fewer than 10 were already the most frequently cancelled; with up to 20, very few sections would get cancelled, and only about 50-33 for sections between 10-15.</p> <p>The costs of cancellations ranges from \$200-350,000 that would have been spent if the course had not been cancelled. We also had numbers for the impact on enrollment—it shows how many students re-enrolled who subsequently enrolled in another section of the same course. Most students stayed enrolled—about 85-90% of the time.</p> <p>Vincent: did you look at competing colleges to see what their policies are? If we lower to 10, it</p>	
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			4:25	<p>standards as courses offered by CSM (Jeremy, Rene, and Michelle).</p> <p>Michelle Brown: This is an extremely controversial issue, and I don't know if we can make any progress until we have a new contract.</p> <p>Right now, faculty don't have any input on it. It seems like something that is being pushed by the state, so that even if I did have objections about who was teaching the class, I was essentially told "this is what you are doing now. It doesn't matter if you object, it is going to move forward." So at this point as faculty, we don't have much say other than reviewing the curriculum—we have no say in who the instructors are, and I know I would not have hired one of the high school teachers who is now teaching DGME courses, just due to minimum qualifications. There have also been instructors hired who I have never met. DGME was involved in this for several years, but there was never anything where I signed off on whether the curriculum is in alignment, and I don't always know who is teaching. It doesn't matter what I say if the dean and VPI believe that the person meets minimum qualifications.</p> <p>Carla: if there is a normal hiring committee, there should be multiple checks along the way, but there is not a process. I know there have been conversations about the process. There is an interest in hiring more faculty to teach dual enrollment classes because there is quite a demand at the high schools.</p> <p>Lale: one of the issues is minimum quals of course, and if someone wants equivalency, it is very black and white who can get it and who can't. It is critical for accreditation for our program. The other issue is that full</p>	
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		Todd		<p>next year, it will give different incentives for being a department lead or chair. We also found that it is difficult to say what being either a lead or chair means in a general way, given that some of our departments are very large and others have only one faculty member. For now, we are going to pause on calling for department chairs, but we do still think it is worth trying to get a sense of what the different lead faculty are currently doing.</p> <ul style="list-style-type: none"> • Expand noncredit offerings (Todd, Yvette, and Jeramy) <p>Todd: Jeramy took the lead on this last semester when he was interim president. We had a meeting with our marketing department and then with Aaron McVean on our community education program. ESL especially wanted to open up options for non-documented students who couldn't afford tuition</p> <p>But ESL is less motivated to do this now with SB893 eliminating fees. It seems like this is in a standstill. We may be down to faculty to reengage and figure out if they want to create non-credit curriculum there is any block to this happening.</p> <p>Chris: Jeramy is interested in refocusing on creating courses that wouldn't normally go with community education—essentially for one-off topics.</p> <p>Todd: Jeramy will have to reconnect with Aaron to make sure that the classes get on the schedule.</p> <ul style="list-style-type: none"> • Process for documenting release time (Arielle and Yvette): this is still in the works. Todd: maybe we can ask Andrea to a future meeting to get an update? 	
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- Work with administration on expansion of Coastside course offerings (Todd)

Todd: at the end of fall, I met with Jeramy and Arielle and Andrea Vizenor for a brainstorming session. We have our satellite campus picked out, and it should be open in October—though it is new construction, so it may not be right on time, but it should be around then. They want to get the space open as soon as possible. I was a little surprised to see that they are already talking about having courses there—it is not clear if faculty have been consulted, and there has not been a needs assessment to figure out what would fit there. This is important as we don't want to compete with our adult classes there. I should be meeting with Andrea this semester to start planning a needs assessment and meet with the adult schools in the area and work with a programs coordinator to expand. —but this is just for ESL. I don't know where the other departments are. It looks promising but I was pretty concerned—I think there needs to be more communication between administration and this body, but I think they are moving full speed ahead and the should consult with us. Carla: I know Andrea has put together a work group, but I don't think there has been a lot of attendance. The update from this morning is that it would be ready in Sept—but October seems more likely. Chris: it would be better to reach out to departments to find out who is interested in doing this rather than waiting for response to a work group.

Meeting adjourned at 4:34.