



ACADEMIC SENATE

Meeting Minutes

May 9.2023
 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 Arielle Smith Jesenia Diaz (Zoom) Stephen Heath (via Zoom)	Secretary President Vice President Treasurer

Senators Present

Name of Senator	Division
Rene Anderson	Language Arts
Michelle Beatty	Math Science
Michelle Brown (Zoom)	CASS
Yvette Butterworth	Math Science
Leo Cruz (no)	Counselling
Manny Delgado	Counselling
Susan Khan	ASLT/CTL
Matt Montgomery	ASLT
Edgar Mojica Villegas (no)	CASS
Vincent Li (no)	Business-Technology
Gil Perez	Counselling
Todd Windisch	Language Arts
Lale Yurtseven	Business-Technology

Others Present

Name	Representing
Karen Chow	ASCCC
Anthony Djedi	VP Admin/Castilleja
Donna Eyestone	DGME

Jennifer Howze-Owens (Zoom) Theresa Morris Robert Stuart Chris Walker	DEAC/OER Library, Past President ASCCC Curriculum
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Opening Procedures

Item	Presenter	Time	Details	Action/ Information/ Procedure
Approval of today's agenda	President	2:37	Move: Lale Second: Daniel	Procedure
Approval of past minutes	President	2:3	Approved	Procedure
Public Comment	Public	2:3	Matthew: The learning center is looking for peer tutors. If you have any students who would like to be peer tutors, please let the learning center know.	Information

New Senate Business

	Item	Presenter	Time	Details	Action (Motion/Resolution)/ Information//Discussion
1	President's Report	Arielle	2:50	<p>Regarding the makeup of ASGC: usually we have a rotation of representatives per division, so that only one person rotates off every year. So the possibility of a new members is open. Folks are always welcome to come back for another term, but if you would like someone else to take over for you, please just make sure it is known. I try to reach out to deans at the end of every spring semester and right at the fall semester to confirm membership.</p> <p>At district senate, we had a discussion with Chancellor Moreno, just to get to know her and hear about what she has been doing in her first five weeks. We also continued to work on the bylaws and discussed a course for students participating in shared governance. The idea is to create a one unit course they can be on while they are serving.</p>	Information

				<p>We will endorse the faculty collegiality statement, but Canada's will not be ready until next semester</p> <p>Committees that need members:</p> <ul style="list-style-type: none"> • The campus auxiliary services committee needs a new member. • The call is still out for the district faculty equivalence committee, specifically for a person who serves on equivalency committees as a non-expert. Training is every fall. Because there is a pool of people, this person will not serve on every committee—there is a rotation. • We also need two other people willing to review the nominees for the outstanding faculty award, to help review and forward two names to cabinet. The group will just review the nominees at one meeting and choose who will move forward to cabinet—the deadline is May 19, so we have until the end of next week. The whole thing should take less than hour. <p>We do have one more meeting this semester on the Tuesday of finals week. We will try to make it a short one.</p>	
2	ASCSM Update	ASCSM	2:48	No representative present	Information
3	Standing Committee Reports	Chris	2:50	<p>Curriculum Committee, Chris Walker, Chair</p> <p>We have started to clean up the work we have been trying to do the whole year</p> <p>The biggest decisions are a change to the associate's math competency language agreed to across the district. The new language simplifies how students qualify for their local associate's degree and is now consistent across the district.</p> <p>We also clarified residency requirements. If students are taking major courses at all three campuses, they can sometimes have credit at three different places. However, the Title V minimum is still a minimum of 12 units for a</p>	Information

		Susan	<p>degree taken the same college. It is important to ensure students are aware of this.</p> <p>We will also be considering one more policy change: a final cleanup of curriculum in response to all of the changes in math curriculum, We still have lingering prerequisites in courses where they don't fit. Our last meeting will be this Thursday.</p> <p>Committee on Teaching and Learning, Susan Khan & David Lau, Co-chairs</p> <p>Susan: We reviewed flex day feedback—and we still encourage everyone to submit. We are already planning for district flex days in August.</p> <p>We also reviewed the curriculum for the new faculty institute, which I will be sharing in our last senate meeting. We have a grant from the state. The first cohort of faculty going through will start next spring. There will be a total of three cohorts covered by the grant.</p> <p>We are starting to review our goals and membership for the year. We have one more meeting.</p>	
		Jennifer	<p>Distance Education Advisory Committee, Jennifer Howze-Owens</p> <p>We had our final CSM DEAC meeting last Wednesday. The main topic was the upcoming midterm accreditation report that Erica Reynolds has been leading. Erica will likely offer one or two flex day sessions on regular and substantive contact.</p> <p>As I mentioned at the last meeting, we fully decided all of the training dates next year. Just with numbers, we knew it was about 85 faculty planning on teaching hybrid or online. We will be running two QOTL Pathways courses. We also want to make sure people who know that this is</p>	

				<p>an extension. We are trying to plan in advance so that we can provide them well ahead</p> <p>OER/ZTC Update, Jennifer Howze-Owens</p> <p>We have heard from the business office that we do have the entire \$200,000 in state grant money, so the plan is to integrate ZTC efforts over the years.</p>	
5	Action Items		3:00	<p>Dean of Enrollment Services & Support Programs Hiring Committee</p> <p>Dean of Enrollment Services & Support Programs Hiring Committee</p> <p>a. Gil Perez, Personal Counseling Faculty</p> <p>Motion to approve: Chris Second: Leo</p> <p>All approve</p>	<p>Action</p> <p>Approved</p>
6.	Discussion items	Chris	3:02	<p>I. Discussion Items, 3:00 – 4:30</p> <p>1. AS Elections: Results – Teresa Morris/Teller Committee (5 min)</p> <p>Chris: The tellers committee was Chris, Teresa, and Jennifer</p> <p>April 12-28 was the election. All faculty were able to vote.</p> <p>42 votes were cast</p> <p>Results: President Todd Windisch</p> <p>Vice president: Daniel Keller</p> <p>Treasurer: Stephen Heath</p> <p>Secretary Yvette Butterworth</p>	<p>Discussion</p>

		Teresa	3:06	<p style="text-align: center;">2. Castilleja update – Anthony Djedi (10 min)</p> <p>Anthony was running to get here from another meeting. While we were waiting, Teresa gave us an update on the discussions around this issue:</p> <p>They are still looking to find alternate spaces for labs. Anthony will probably be telling us about where that space might be. We are looking at fall '23 impact. Building 19 is supposed to open up again in spring of '24. Timelines for the decision: they are looking at the second board meeting this month. There will be an opportunity to comment at the meetings.</p> <p>We need to see the document because we do still have questions. The library in particular has questions.</p> <p>Castilleja is expected to be renting the space from us for two years.</p> <p>Chris: they are supposed to have strict rules about supervision of students. If they do use science labs, for example, will they be escorted there as a class? Arielle: Yes. There are also agreements for sharing space with the athletic facilities. I assume that has been worked out with all of the teams around their schedules. For the cafeteria, my understanding is that the students will be escorted over at 11:30, prior to what is our normal lunch rush.</p>	
		Anthony Djedi	3:13	<p>Anthony arrived at 3:13:</p> <p>Anthony: The most important remaining challenge is the need to determine where the computer labs will be and what the timeline is for that. Since our last update, we have had some conversation with public safety and San Mateo police. Their recommendation was that, for safety reasons, it would be best to create a self-</p>	

contained space for the students. We were initially thinking of a hybrid solution where the labs would stay where they are—but if we have anyone who can't be near a minor, we would be in violation of the law. So they recommended that we move the labs. We have been looking at a couple of spaces where those labs can be relocated. It is a bit of an undertaking, but we want to make sure that the space that they go into is as comfortable as possible. One of the labs will be temporarily moved, but the other two labs will stay in the current space. We should have a decision by next week.

I know a lot of this feels a little last-second—and in a sense it is, because the request came to us quite late. But everything that we're getting from this agreement in terms of revenue we are looking to reinvest in the college. I can't stress enough how beneficial this would be. When we look at the overall environment economically, this is something that would give the college additional resources to reinvest in things like deferred maintenance.

Questions:

Todd: when I brought this up in Language Arts, the only questions that came up were about transportation and drop-off. Will students be bussed in, or is there a parents' drop off space?

Anthony: we had two issues: one is to minimize impact on our parking spaces, but also the impact on the road. Anything that happens on perimeter road can cause it to back up since there are not alternate routes to campus.

So the recommendation that we came up with is to use the bottom of the hill at perimeter road. This is for both pick-up and drop-off and a shuttle stop. They can't back up from there—there is a natural entry point so that the parents will exit from the other side of campus so that it is a normal flow. Castilleja committed to have people

who will help to ensure that our impact is minimized.

It allows us to create a space that is monitored.

Lale: Can you tell us how much revenue we expect to see from this?

Anthony: I can't share that because it is still being negotiated and is subject to board approval. It is based on board guidance. But be assured that it would be beneficial. Once the agreement is set, it will be public knowledge and we will bring it to IPC. This is not something that the college is investing in—instead we are using our existing space so that it generates revenue for us. Anything that is required, in terms of improvement, we are making sure to charge back to them.

Questions:

Lale: The revenue that will be invested in campus resources—physical resources or for anything? Anthony: it is essentially unrestricted spending for anything that the college needs.

How many students? Anthony: it is about 400-450.

Teresa: We all have to do training around sexual harassment, among other things, every year. Does the private school have that kind of requirement? As a private school, what kind of HR training do they have?

Anthony: I can request from them the total list of trainings they are required to take. I believe they are very similar to the ones public schools are required to do.

Teresa: I know timelines are tight, but if the board comes back with a request to think about it, I hope they will get it done before June when many faculty will not be able to participate.

		<p>Karen Chow</p> <p>Robert Stewart</p>	<p>3:33</p>	<p>Anthony: my commitment to you is that as soon as anything concrete is available, we will make it available to you. If need be, we will come back next week to the IPC meeting to make sure all in the community have a chance to look at the agreement. Anything that we need to put in place in terms of operations, whatever we think of, doesn't mean that it can't be changed. We have been trying to anticipate as much as we could, anything you think should be considered, please reach out. We want to be responsive and optimize our conversations.</p> <p>3. ASCCC Visit – Karen Chow and Robert Stewart (90 min)</p> <p>Both Karen and Robert are on the executive team of ASCCC at the state level. Robert is the academic president at LA Southwest College and the southern representative of ASCCC</p> <p>Karen Chow is a faculty member in English at DeAnza, former academic senate president at DeAnza, and district president, as well as the Area B rep for ASCCC</p> <p>We are here to talk about the value of having an inclusive academic senate.</p> <p>Robert and Karen shared a detailed slide presentation that is available on the ASCCC website. A few highlights:</p> <p>On the 10+1: Title V gives senate the primacy of making recommendations in academic and professional matters. The board is to rely primarily on senate for the 10+1 issues.</p> <p>Example of how this plays out: dual enrollment is relevant to the 10+1, so faculty voice should remain strong around this issue. Robert gave an example of issues his college had with the dual enrollment issue but was able to ensure that academic senate should be involved in dual enrollment. We created a dual enrollment committee under senate to lead the efforts. Your</p>	
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board *should* listen to your voice around dual enrollment.

Karen: also in addressing 10+1 issues, we are trying to ensure that we consider diversity, equity, antiracism, and accessibility. It is well established that decision making is best when diverse voices are amplified and alternative perspectives are considered, At the state-wide level and locally we have been looking to ensure diverse representation in all of these areas.

ASCCC takes position on actions through a resolutions process. Recently, at the fall plenary, we passed a resolution to consider including as voting delegates an appointee from each of our caucuses. This would help to ensure greater diversity of voices.

The ASCCC executive committee has become more diverse over time, but the goal is to ensure all faculty can voice their concerns and show their ability to lead as well. Karen noted the changes were a result of encouraging and supporting diverse members to run for positions.

The statewide chancellor's office has also been focused on diversity. Student success is greatly supported when faculty and staff are diverse. They have statements on vision for success, best practices for institutions. They have also developed a "cultural humility" toolkit; supported faculty empowerment and leadership, and created other resources.

There is also a faculty empowerment leadership academy with mentors and mentees (who don't have to be on the same campuses) to encourage faculty participation

We then opened up discussion about **faculty leadership at CSM**. Some of the questions Robert and Karen encouraged us to think about: how are faculty made aware of leadership positions? Do we have affinity groups? What are some ways to involve and engage more faculty in academic senate?

They suggest having liaison area leaders who serve as point people and can share information.

Todd: How do people feel about the way communication is sent out now? We get a weekly email. I have heard that this can be a little overwhelming and redundant, especially when campus events are included. I have been requested to consider more targeted emails rather than one long email— because things that require input get lost amongst everything else.

Several members expressed preference for continuing to have just one email sent out. Rene suggested that the email could be organized so that priority items requiring input come first.

Lale: I used to be an adjunct faculty representative—do we have that group?
Teresa: We do not, but Skyline has organized to have that—and we could also. Arielle: One of the items on my transition list is to talk about an adjunct representative.

Jennifer: We should also be careful not to pass on documents that are not accessible. They don't always meet accessibility standards.

Chris: I've had some feedback from faculty who were looking for positions but found that there is not a centralized place that says what positions are needed, what opportunities are available.

Todd: we should be getting an updated website in fall, so maybe we could add a page there.

Lale: What might even be better is if the senators had the division list so they can send out messages directly to divisions.

Susan: In trying to get reps on committee on teaching and learning, I've found that deans sometimes say no, but we are not totally sure why

I do think there is something to be said for a proactive approach also to getting members and leadership on our committees to ensure we are fostering more diverse shared governance committees. Coming from another college, I was struck by the lack of diversity—I know that is not through any intentional exclusion, but it does take proactive ways to ensure that happens.

Robert: described how LA Southwest College was built in 1967 in response to the Watts riot. At the time, there was no institution of higher learning for the African American community. But over time, demographics change in our communities. In my college, the leadership roles, committee chairs, union roles are still mostly African American, but the student population has become more and more Latinx. So when you have people in tenured positions in leadership, you have to be very intentional. I've had six years to try to create more diversity that reflects our Latinx student population. I intentionally reached out over the years to recruit others who are not African American to encourage richer conversations.

We don't always know why people are reluctant to take leadership, but I found that Latinx faculty are not used to being approached. It took talking to almost everyone I could talk to.

Also, some senates have a president and a president-elect who is in line to step up. You can consider how your bylaws might improve your representation of your voting membership and whether that could be updated to increase diversity.

Karen also suggested that we explore affinity groups.

Every June, ASCCC has a faculty leadership institute which is a two-day workshop. We could send people who are interested in leadership to this event—it does not have to be just new officers but other faculty who are interested in leadership

Karen also said that there is an ASCCC foundation if we need financial support for development, which can be a means to encourage part-time faculty to attend other events. We have to try in multiple ways to support the onboarding opportunities for faculty who may be interested in connecting with other faculty statewide through ASCCC.

			<p>Robert: faculty can also volunteer for statewide academic roles. There are many opportunities for faculty to serve. There are also various listservs that you can let faculty know about. It is another way for faculty to get information.</p>	
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If you have any questions, please feel free to reach out and also check out our website, ASCCC.org

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Meeting adjourned at 4:32