



ACADEMIC SENATE

Approved Meeting Minutes

August 23, 2022
CSM Campus
1700 W. Hillsdale Blvd.
San Mateo, CA
Building 18 room 206
2:30 – 4:30 pm
[Website](#)

Executive Committee 2022-2023

Jeramy Wallace
Acting President

Jesenia Diaz
Vice-President

Stephen Heath
Treasurer

Daniel Keller
Secretary

Executives Present

| Name of Officer | Executive Committee Role |
|---|---|
| Jesenia Diaz Daniel Keller Jeramy Wallace | Vice-President Secretary Acting President |

Senators Present

| Name of Senator | Division |
|------------------------|---------------------|
| Rene Anderson | Language Arts |
| Michelle Beatty | Math Science |
| Michelle Brown | CASS |
| Leo Cruz | Counselling |
| Manny Delgado | Counselling |
| Valeria Estrada | Librarian |
| Vincent Li | Business-Technology |
| Edgar Mojica Villegas | CASS |
| Gil Perez | Counselling |
| Phillip Tran | Business-Technology |
| Todd Windisch | Language Arts |

Others Present

| Name | Representing |
|---------------------------------------|---------------------|
| Madeline Murphy Christopher Walker | SLOAC Curriculum |

Opening Procedures

| Item | Presenter | Time | Details | Action/ Information/ Procedure |
|----------------------------|-----------|------|--|--------------------------------------|
| Approval of today's agenda | President | 2:38 | We are adding two items: voting to appoint Brett Pollack to the Canada dean search committee and seeking a district senate representative Move to approve: Todd. Second: Daniel | Procedure |
| Approval of past minutes | President | 2:48 | Approved | Procedure |
| Public Comment | Public | 2:50 | Madeleine: There is a draft of the educational master plan that we can comment on until this Friday. I would urge people to have a look at it and spread the word about it. There are some plans that senators might want to weigh in on, and the new VPI would like to get input from Senate on things that could be added to the plan. You should see in your email an invitation to a Zoom event tomorrow. We have until the 26 th (this week) to comment, though we might also ask them to extent the comment period. Jeramy will add discussion of the EMP to our 9/13 meeting agenda. | Information |

New Senate Business

| | Item | Presenter | Time | Details | Action (Motion/Resolution)/ Information//Discussion |
|---|--------------------|-----------|------|--|---|
| 1 | President's Report | Jeramy | 2:52 | <ul style="list-style-type: none"> a. Copy and Post Closure: The district has decided to keep the CSM Copy and Post closed. Skyline will be in charge of all of the copying and posting in the district—though this is a pilot program, so if you have any concerns please let Jeramy know b. Resource requests: an email went out yesterday reminding us that resource requests are due by 9/30 at 11:59 pm. Todd added a suggestions: don't wait until 11:59 pm! | Information |

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| 2 | ASCSM Update | ASCSM | 2:53 | No representative present | Information |
| 3 | Standing Committee Reports | Chris Walker Madeleine | 2:55 3:00 | <p>Curriculum Committee: our first meeting this Thursday. The first meeting is always an orientation/introduction, but we also plan our goals. This year we have five new members. We will be trying to use the hybrid modality, and I will let you know how that is going. If you have goals related to curriculum, please let Christopher know, and if you are interested please join the meetings—admission is open to all.</p> <p>CTL: Madeleine: David Lau is now the SLO coordinator, while Susan Khan is the new PD coordinator.</p> <p>We were having a chronic problem with representation on CTL. We still really need people from creative arts, kinesiology, math science, business tech—we would like more people to join us. It’s fun! Now that we have a full time PD coordinator, expect recruiting.</p> <p>We have been working to get something meaningful out of SLO assessment as opposed to just entering information in Tracdat and hoping it looks good. However, for accreditation we need to make sure we have a visible, documented process in place. The next accreditation visit is in three years.</p> <p>DEAC: No representative present</p> <p>OER/ZTC: Lia is no longer in this role, but we have not nominated a new representative.</p> | Information |
| 5 | Action Items | | 3:05 | <p>1. Tenure review committees: Math science</p> <p>We reviewed the basic rules for membership on the committees: One dean, one four year discipline expert, a three year member, and a two year member</p> <p>We discussed whether all members of review committees must be faculty—one member of a math-science committee is not.</p> | Action |

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| | | | <p>Jeremy checked the contract: 3-5 tenured faculty members are represented by division faculty. The committee should be “reasonably representative. We also noted that two of the committees have members who are not tenured faculty.</p> <p>So we are sending back the review committees for Jessie Tohme and Shannon Spring.</p> <p>So: Action: we are sending back two committees due to questions about a lack of full-time tenured faculty members.</p> <p>Move to approve without these two: Todd. Second: Chris.</p> <p>2. CIS hiring committee Move to approve: Todd. Second: Daniel</p> <p>Approved by all</p> <p>3. Chancellor Search committee appointee. We still don’t have appointees for this committee, and the position closes in the end of October.</p> <p>The position announcement will be developed by the search committee in the beginning of September and will be posted by the 8th</p> <p>By mid-November the committee will have completed the search.</p> <p>Most of this will take place online, including the first round interviews. Also be aware that the pool of applicants is pretty small—Jeremy said he did not find the work to be cumbersome for the last committee.</p> <p>However, it is a big committee—usually with 15-20 members. Ariel noted that we expect about 18 this time. There is a search consultant to help facilitate the process.</p> <p>Jesenia said she would be interested.</p> <p>We need four faculty total, one from each college and one from the AFT. The district needs to approve our selections by next Monday.</p> | <p>1. We are sending back two of the math-science committees due to questions about a lack of full-time tenured faculty members. All other committees were approved</p> <p>2. Approved by all</p> <p>3. Jesenia expressed interest in joining this committee</p> |
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| | | | | <p>4. Appoint Bret Pollack to the Canada athletic director/kinesiology dean hiring committee. Move to approve: Todd. Second: Chris</p> <p>5. District Academic Senate Representative for this semester: Jeramy is already a voting member of DAS, so he cannot also be the representative of CSM. So we should appoint someone else from the CSM senate to go to the meetings as a representative of our college. It's a good opportunity to see how the district senate works. We have nominated Todd for the Fall 2022 semester.</p> | <p>4. Approved by all</p> <p>5. Todd is nominated to be the district senate representative</p> |
| 6. | Discussion items | | 3:05 | <p>1. Broadcasting meetings</p> <p>Questions for our future meetings: should we broadcast the meetings? Should we allow people who cannot be to participate remotely?</p> <p>Under normal conditions, the Brown Act requires us to offer a physical space. If voting members are to Zoom in, the president has to collect addresses—not to be made public.</p> <p>Chris noted that some of these rules are looser in a government-declared state of emergency, which we are still in until January 2024.</p> <p>Todd suggested that we should allow this flexibility for voting members.</p> <p>The majority of members wanted to move to a HyFlex agenda, but we need to check to make sure this will not put us afoul of the Brown Act. Jeramy also suggested that we come up with some ground rules to ensure that people who are logging in remotely are participating fully.</p> <p>2. ASGC goals: We reviewed last year's goals: We will keep as goals: Curricular alignment</p> | Discussion |

Discussions of dual enrolment
Strategic enrollment management

Jeremy suggested we consider adding the following goals:

Program Improvement Viability (PIV) : currently, we don't have clear guidelines about how this is done. We should work to clarify the process.

Establishing department chairs. We are an outlier among community colleges for not having department chairs. We would need to define what chairs do, who can qualify, what some of the responsibilities are. We may need a small group of senators and administrators to work on these issues, as well as people to advocate.

We should also continue to discuss dual enrollment—we still have questions about several serious concerns. There don't appear to be equivalency committees establishing even minimum qualifications for faculty teaching these courses. We also noted concerns about faculty workload, evaluation, and transparency.

We should also continue to discuss enrollment management.

OER/ZTC: we will discuss this more at the next meeting, but at this point we may not need to keep it as a senate goal.

Todd: I would also like to have us discuss the Half Moon Bay campus. Many faculty would like to be involved and this process could also be more transparent.

Todd also noted that we are offering non-credit classes. Jeremy noted this was one way that was proposed to reduce the enrollment decline. For undocumented students, this could also be expanded

Arielle: we still have nothing to document release time-- what people have been doing, a process.

So we came up with the following as draft goals:

1. Curricular alignment
2. Dual enrollment

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| | | | | <ol style="list-style-type: none">3. Work with admin in expanding Coastside4. Continue to monitor strategic enrollment efforts5. Clarify PIV process6. Explore establishing department chairs7. Expand noncredit offerings, particularly at Coastside | |
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Meeting adjourned at 4:22

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