



ACADEMIC SENATE

Approved Meeting Minutes

September 13 2022
 Zoom Meeting ID: 442 779
 680
 1700 W. Hillsdale Blvd.
 San Mateo, CA
 2:30 – 4:30 pm
[Website](#)

Executive Committee 2021-2022

Jeremy 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 Jeremy Wallace	Vice-President Secretary Acting President

Senators Present

Name of Senator	Division
Rene Anderson Michelle Beatty Michelle Brown Yvette Butterworth Leo Cruz Manny Delgado Valeria Estrada Edgar Mojica Villegas Phillip Tran Todd Windisch	Language Arts Math Science CASS Math Science Counselling Counselling ASLT CASS Business-Technology Language Arts

Others Present

Name	Representing
Hilary Goodkind Carla Grandy Joshua Moon Johnson Susan Kahn David Lau Jennifer Taylor Mendoza Britt Rubio Arielle Smith Christopher Walker	PRIE VPI office VPI CTL CTL CSM President PRIE Former senate president Curriculum

Opening Procedures

Item	Presenter	Time	Details	Action/ Information/ Procedure
Approval of today's agenda	President	2:36	Move to approve today's agenda: Todd. Second: Daniel. All approve. Consent agenda: the Senate will continue meeting in hybrid mode as we are still in a state of emergency.	Procedure
Approval of past minutes	President	2:40	Approved with spelling correction	Procedure
Public Comment	Public	2:42	Chris: Many faculty were concerned about how we responded to the heatwave last week: some classrooms were unbearable. It feels like this is going to be a more regular occurrence as climate change proceeds. We should have better contingency plans should this happen again. We should also be talking about updating the older buildings. Issues related to the workload pilot program: we are noticing that there is a lot of inconsistency across divisions within CSM and college-to-college. The reward of points also seems arbitrary and inconsistent. Obviously, it is a pilot program, and so this kind of feedback is important.	Information

New Senate Business

	Item	Presenter	Time	Details	Action (Motion/Resolution)/ Information//Discussion
1	President's Report	Jeremy and Todd	2:50	1. President's Report a. District Academic Senate DAS met yesterday: the main focus was setting goals for both the academic year and long term. We settled on 4 or 5 major goals to work on this semester: revise bylaws; update the district website; establish a task-force determining class sizes; make Webschedule more user-friendly and streamline the equivalency process. We also discussed some goals for the longer term,	Information

including curricular alignment, calendar compression, and equity-driven hiring practices.

There was also a discussion of how local senates and colleges communicate. We will also be looking more at marketing plans for the upcoming academic year. If any of these topics are particularly important to you, let us know.

Todd also mentioned the challenges that may arise if we really intend to have free community college ready to go by the spring term, which is the district's current plan. The district might want faculty input.

b. Institutional Planning Committee

The first meeting was an introduction to the committee. But we also decided to reinvigorate the sustainability committee and make it an IPC subcommittee. If you are interested, let Jeramy know.

Chris also noted that President Taylor Mendoza said that enrollment drops for non-payment should not be an issue going forward. Ariel noted that the "free community college" policy will only cover students from San Mateo County.

c. Vice President, Administrative Services Hiring Committee

President Taylor Mendoza said she needs two senate-appointed faculty for the screening committee for the permanent VP of Administrative Services position

Chris: It would help for faculty to be prepared or have some experience relevant to this committee. Jeramy suggested Mike Lehigh would be a good choice; Chris suggested accounting, business, and kinesiology faculty would be good choices. If you have other suggestions, please get them to Jeramy by 9/15.

Another issue: Because of the workload points: some people will be over their workload. Jeramy sighed audibly at this reminder of the workload pilot project.

				<p>d. District Teaching and Learning Committee</p> <p>We need representatives on two committees:</p> <p>Right now, there are not many (any) representatives from CSM on this committee. If you are interested, please let Jeramy know.</p> <p>Also note: The College Auxiliary services advisory committee is about to start again—focusing on issues like the bookstore, gym, etc: they also need a faculty rep.</p>	
2	ASCSM Update	ASCSM	2:50	No representative present (we might have failed to include Andrea in the invitation to the meeting?)	Information
3	Standing Committee Reports		2:50	<p>a. Curriculum Committee, Chris Walker, Chair</p> <p>We had our first meeting last week. It was mostly introductory, but in the future we will be discussing equity issues with David Galdez, CSM's new director of equity. We want to work with someone with some perspective on how our curricular processes and outlines can better reflect equity.</p> <p>Jeramy suggested looking at Long Beach City College, which just revamped their process in this way.</p> <p>The first district committee meeting will be on Monday, focusing on curricular alignment.</p> <p>b. Committee on Teaching and Learning, Susan Khan and David Lau, Co-chairs</p> <p>Susan Kahn is the new coordinator of professional development. With David Lau, she will be co-chairing CTL, the committee on teaching and learning. We are working on requirement membership. We still need representatives from CASS and kinesiology, and we need student representatives.</p>	Information

			<p>We have been “selling” this committee by stressing that we are in a unique position to look at our assessment and program review data and try to turn that into concrete steps that we can take to address teaching and learning on campus. A big piece of this is professional development—flex planning, but also building our professional development offerings.</p> <p>David: We are also going to be trying to work out some discussions around what we are going to do about professional development and also try to keep Madeleine’s work on SLOAC going: conversation across departments and dialogue.</p> <p>Flex day is coming up October 12— please get in touch if you have ideas for proposals. We are hoping to continue our discussion of Heather McGee’s book. We meet 4th Monday of the month, 2-4.</p> <p>Chris: I noticed they do not have a student rep—can we reach out to ASCSM about this?</p> <p>c. Distance Education Advisory Committee, Jennifer Howze-Owens</p> <p>DEAC meets the first Wednesday of each month to discuss matters related to distance education.</p> <p>Last spring, a dozen of us participated in POQR, Peer Online Course Review. We hope to have a process together by Spring 2023.</p> <p>We also need to be sure to update certification for online teaching; the policy requires updated training every three years—so, in 2023, those who teach mainly online or hybrid will have to update their training. We will be probably coming to ask Senate for feedback related to that process.</p> <p>We are also running QOTL 1 and 2 this fall.</p>	
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				<p>Another issue: DEAC requested of senate in spring that we bring together a group to revisit the OER conversation. This is a huge process—and CSM has not had as robust an involvement. We should discuss this at a future meeting.</p> <p>d. OER Update, Liaison TBD</p> <p>No representative present</p>	
5	Action Items		3:05	<p>1. Tenure Review Committee Approvals – Enrollment Services: Gil Perez</p> <p>Math/Science: Two newly proposed tenure committees: Jessie Tome and Shannon Spring</p> <p>Todd suggested that we have job titles in future lists for these committees.</p> <p>Move to approve: Daniel Second: Michelle Approved by all</p> <p>2. 2022-2023 senate goals:</p> <ol style="list-style-type: none"> 1. Curricular alignment across the district 2. Dual Enrollment – Focus on qualifications and selection/evaluation process 3. Strategic enrollment management and course cancellation policies 4. Develop a process for program improvement and viability 5. Work with administration to establish department chairs 6. Expand noncredit offerings 7. Process for documenting release time 8. Work with administration on expansion of Coastside course offerings <p>We noted this is a lot of goals, but some of them are shared, related goals. Todd also noted that they can serve as reminders—they are not</p>	<p>Action</p> <p>Approved by all</p>

necessarily something we have to accomplish this year.

Jeremy noted that in district senate, they often assign people to different goals to ensure they get done. Jeremy said he could focus on goal five; Todd said he would work on expanding Coastside offerings.

Yvette: on dual enrollment—we've had it as a goal last year and the year before as well, but it seems like something of a dead end: the big concern year after year seems to be that some faculty don't meet qualifications.

Arielle noted that it might be better labelled a discussion item if there is no clear goal. Michelle: we wanted faculty to have input on faculty teaching in the high schools, but it sounds like we just don't. Daniel: it still seems like we are not being well-informed about what is going on, and we should have a role in this—this is instruction. So maybe the way to phrase the "goal" is to say we want to clarify who is hired and how they are evaluated. Rene and Michelle also expressed interest.

Strategic enrollment is also being worked on at the district level. We will be looking at the district's work on this topic at a future meeting—enrollment management, class cancellations, bringing more students to campus, retention.

We have not been able to find a clear statement on the PIV process, possibly because it has not been done since 2008.

A few more senators volunteered to focus on some of the goals:

Department chair discussion—Jeremy and Daniel

Release time: Ariel and Yvette

Coastside: Todd

				<p>Move to approve: Todd. Second: Daniel</p> <p>All approve</p>	Goals: Approved by all
6.	Discussion items		3:35	<p>1. CSM Forward 2028 (Educational Master Plan) – Hilary Goodkind</p> <p>Hilary shared the activities that they have planned. We are trying to get as much feedback as possible.</p> <p>Background: the five-year plan is called “CSM Forward 2028.” We had a few disruptions (most importantly, the pandemic) to our old plan that required us to take a look at what we want to do going forward. This plan marks our centennial. It guides decision-making, particularly institutional priorities. The plan is also intended to help us close equity and opportunity gaps.</p> <p>Hilary also shared the planning structure: The appendix of the document includes a five-year action plan.</p> <p>We are getting a lot of feedback, and there is still time to give feedback—see the form Jeremy sent out.</p> <p>However feedback closes on the 30th.</p> <p>We looked at the instructional priorities—see page 90 of the plan. These are intended to be larger, more generic goals. Students gave feedback on the priorities and their points were pretty consistent.</p> <p>We focused on how we incorporate antiracism and equity, community partnerships, effective communication with colleagues, students, potential students, partners in the community</p> <p>Jeremy noted that the instructional priorities were put into place without much faculty input, and with now relatively little time for the discussion. Carla noted this also.</p> <p>Jeremy also noted that the non-career ed programs that are not stressed as much as career-ed programs. Both the instructional</p>	Discussion

priorities and the ed master plan in general speaks to career opportunities. Todd also stressed that we have many programs—ESL, certificate programs—that don't have a direct path to transfer can be left out of these career- and transfer-oriented discussions. Joshua noted that we now have an “explorers” category that includes these.

Jeremy: in the SWOT analysis and piece about our competitors, I noticed “academic rigor” as one of the qualities of competitive colleges. But do we know that this is an issue? How does the community perceive CSM?

Hilary noted that we do have a plan for facilities also.

Joshua had to leave before discussing the student services side of the issue, but we also looked at a list of priorities and added comments and notes about the most important.

We will continue to discuss these priorities more at the next meeting.

Meeting adjourned at 4:26