

**COLLEGE OF MARIN**  
**ACADEMIC SENATE MEETING MINUTES**

November 29, 2018

12:45pm – 2:00pm AC Building, Room 303

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**Senators Present:** Meg Pasquel, Arthur Lutz, Karen Robinson, Peggy Dodge, Karen Koenig, Andrea Wang, Kofi Opong-Mensah, Paul da Silva, John Erdmann, Sharon Carlson, Nancy Willet, Kevin Muller

**Senators Absent:** Becky Brown, Shawn Purcell

**Guests:** Cheo Massion, Barbara Bonander, Rinetta Early

- I. Approval and Adoption of the Agenda – **adopted (Muller/Erdmann) with agreement to move Discussion item a: ESL Enrollment to 1:00 by all Senators present**
- II. Reading and Approval of the Minutes of November 8, 2018 – **approved (Willet/Koenig) with corrections by all Senators present**
- III. Public Requests to Address the Senate on Non-Agenda Items - **NONE**
- IV. Officers' Reports
  - a) President (Meg Pasquel) – President Pasquel reported that the PRIE survey referenced last week was distributed with deadline of Dec. 4. Senators are encouraged to respond and to encourage other faculty to respond as well. President Pasquel will look into forwarding the link to all faculty with a personal message urging them to complete the survey. An I/T survey has also been sent out. The Technology Committee had not been consulted before the survey went out. President Pasquel advised Senators not to respond to the I/T survey if they had not already responded.
  - b) Vice President - **NONE**
- V. Committee Reports
  - a) Curriculum – President Pasquel reported that Chair A. Joe Ritchie had submitted a report in writing. She also discussed the transition of leadership from Chair Ritchie to new Committee Chair Gina Cullen and discussion regarding need for all disciplines to be represented on Curriculum Committee as per original committee charge.
  - b) Academic Standards (Rinetta Early) – Chair Early reported that a new meeting time has been established for the committee. Academic Standards will meet on Tuesdays from noon-2:00 in SMN305. Chair Early also noted that two discipline faculty are needed for the committee and President Pasquel agreed to recruit people for the committee.
  - c) Other Senate Subcommittee and Governance Committee Reports
    - i. PRAC – President Pasquel reported that PRAC had no in-person meeting this week but that they had edited via email a letter going to Deans and Directors regarding an inclusive process for recommending budget cuts. President Pasquel will distribute a draft of the letter to Deans and Directors to all Senators. She also announced a FLEX workshop in January to discuss criteria for funding justifications and how the process will take place during Spring 2019.
    - ii. EPC – Senator Dodge reported that EPC met both Monday 11/ 19 and Monday 11/26. The Committee continues to review input from forums and surveys to identify focus areas and to suggest specific goals in those focus areas. Committee Chairs Christina Leimer and Cara Kreit will present a draft EMP to the committee on 12/ 3.
    - iii. Facilities – Senator-on-leave Jeff Cady submitted a written report too late for distribution prior to this meeting. President Pasquel will distribute that report to Senators.
  - d) UPM (John Erdmann) – Senator Erdmann clarified that the new payment schedule for part-time faculty will be five equal checks each semester (February-June for Spring semester; September-January for Fall semester). Senator Erdmann noted that an AP on surveillance issues raised with the district has been promised but not yet developed.

VI. Consent Agenda

- a) Governance Committee Appointments – **NONE**

VII. Action Items

- a) AP/BP 4255 Dismissal

Senate discussion centered on change to AP/BP that changes previous two semester requirement to two term requirement in order to include Summer term in considerations. Concerns expressed were that two terms with the inclusion of summer would put more students at risk. Academic Standards Committee Chair Early noted that the two semester wording excluded Summer terms and thus made for inconsistency between academic records and AP/BP4255. It was also noted that the result of the Counselor Department vote was to agree to the change to two terms and that current AS discussion might unfairly override department vote because the dissenting voice of a counselor could have heavier weight if that counselor is also a Senator. Concerns regarding Senate override of department expertise and voting were raised.

- i. **Motion to approve proposed revision to AP/BP 4255 (Erdmann/Wang) failed in a tie vote. Senators Dodge, DaSilva, Pasquel, and Carlson in favor. Senators Lutz, Wang, Erdmann and Robinson opposed. Senators Opong-Mensah, Willet, and Koenig abstained.**

- b) AP/BP 4111 Posthumous Degrees

- i. **Motion to approve AP/BP4111 as proposed (DaSilva/Robinson) passed by vote of all Senators present**

VIII. Discussion

- a) ESL – Enrollment: Cheo Massion & Barbara Bonander

Faculty members Massion and Bonander provided information on the issue of Au Pairs (J1 VISA holders) and their ESL enrollment impacts to the Senate. A condition of the J1 VISA requires documentation of participation in educational activities (6 units from credit bearing classes or 72 clock hours annually). Families hosting J1 VISA students are required to spend up to \$500 in support of the educational activities. J1 VISA holders who meet the educational requirements can extend their VISA for 6 months, up to a total stay of 2 years. Many Au Pairs register in non-credit ESL courses, often at levels far below their actual competencies, because those courses are free. Au Pairs who enroll in credit classes also often enroll at levels below their competency and take the place of long term ESL students who are trying to become competent in English and progress through the Credit ESL sequence. Often the Au Pairs do not complete the credit classes because their one-year J1 VISA expires and they return to their home country. In order to meet the needs of the J1 student, preserve the integrity of the credit and non-credit ESL courses, and provide clarity and consistency for COM process for verification of enrollment and/or of clock hours of education, ESL and Enrollment Services have agreed that enrollment verifications will only be done at the end of the semester beginning Spring 2019.

- a) AP/BP 7120 Recruitment Procedures - **DEFERRED**

- b) AP/BP 3260 - **DEFERRED**

IX. New Business

- a) December 6 is final AS meeting of Fall semester. In keeping with past practice, lunch will be provided for the meeting paid for from AS Senate budget. President Pasquel and Acting Secretary Dodge will coordinate the lunch. All Senators present agreed to the expenditure.

X. Adjournment: 2:10 pm

For questions or information concerning the Academic Senate Minutes, please contact: Peggy Dodge, Acting AS Secretary: pdodge@marin.edu.