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**COLLEGE OF MARIN  
ACADEMIC SENATE MEETING MINUTES**

**September 6, 2018**

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

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**Senators Present:** Meg Pasquel, Karen Robinson, Peggy Dodge, Andrea Wang, Nancy Willet, Karen Koenig, John Erdmann, Paul da Silva, Arthur Lutz

**Senators Absent:** Becky Brown, Jeff Cady, Joe Mueller, Shawn Purcell, Kofi Opong-Mensah, Kevin Muller

**Guests:** Rinetta Early

- I. Approval and Adoption of the Agenda – **adopted (Willet/Robinson) by all Senators present.**
- II. Reading and Approval of the Minutes of August 30th, 2018 - **approved with corrections (Willet/Erdmann) 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 hiring committees are not being filled because not enough faculty have completed the required training. She will be emailing all faculty to get trained and is working with HR to schedule an additional training in the next couple of weeks. President Pasquel also announced that college admission essay and personal statement workshops are being offered through the COM English Department.
  - b) Vice President (Karen Robinson): VP Robinson updated Senators about UC and CSU application requirements. UC requires 4 personal essays but no letters of reference. VP Robinson will forward the UC prompts to Senators. CSU EOPS letters and nursing forms are sent electronically and deadlines vary by campus.
- V. Committee Reports
  - a) Curriculum – Senator Willet reported that the course revision date has been extended to October 1. The curriculum committee is also making available an expedited SLO revision process that will enable the revised SLO to go into effect for Spring 2019.
  - b) Academic Standards – Committee Chair Early reported that the grade change flow chart is at Academic Standards committee and will come to Senate next. Counselors will look at AP4255 (Dismissal and Readmission) next. AP4255 and AP4250 (Probation) will come to Academic Senate after Counselor final review. The Academic Standards Committee is also recommending that the incomplete grading policy be revisited. Incomplete forms are not consistently written, provided to students, and submitted to enrollment services. Faculty awareness about what specifically must be in place to award an incomplete grade is needed. A "Teacher Toolkit" is under development and will include grading information.
  - c) Other Senate Subcommittee and Governance Committee Reports – **NONE**
  - d) UPM - **NONE**

VI. Consent Agenda – **approved (Robinson/Dodge) by all Senators present.**

- a) Governance Committee Appointments  
Luna Finlayson – tech planning committee

VII. Action Items

- a) Accreditation Report

Report referred to in previous Senate Minutes and Agendas as "WASC" report is actually "ACCJC" report. President Pasquel noted that although COM had hiring policies in place, ACCJC was concerned that we were not ensuring that policies are followed. The ACCJC report addresses steps taken in regard to those concerns. Senators noted that we had not been able to review the evidence accompanying the report. It was noted that the report needs consistency in using the convention of spelling out phrases before first use of an acronym. President Pasquel reported that no new policies were created by those who wrote the report and Senator Erdmann recommended that the Academic Senate review AP7120 (Employment Recruitment) for consistency with the ACCJC report.

**Motion to approve ACCJC report with acronym adjustment**

**(Robinson/Erdmann) passed. Senators Pasquel, Dodge, Erdmann, Robinson, Willet voted in favor of the motion. Senator Lutz voted against the motion. Senators DaSilva and Koenig abstained.**

VIII. Discussion

- a. AP/BP 3260 Participation in Local Decision Making – **deferred to next meeting**
- b. AP 7212 Temporary Faculty- **deferred until Assistant Director of HR Nekoda Harris can come to discuss this AP with the Academic Senate.**  
**Recommendation was made to ask Assistant Director Harris to also discuss AP7120 (Employment Recruitment) at that time.**

IX. New Business **NONE**

X. Adjournment: 2:00 pm

For questions or information concerning the Academic Senate Minutes, please contact:  
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