

COLLEGE OF MARIN
ACADEMIC SENATE MEETING MINUTES

February 7, 2019

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

Senators Present: Karen Robinson, Becky Brown, Karen Koenig, Jeff Cady, Kevin Muller, John Erdmann, Kofi Opong-Mensah, Arthur Lutz, Patricia Seery, Nancy Willet, Shawn Purcell

Senators Absent: Meg Pasquel, Joe Mueller, Peggy Dodge

Guests: Yolanda Bellisimo, Sara McKinnon

Minutes

- I. Approval and Adoption of the Agenda: **adopted with changes (Brown/Cady) by all Senators present**
- II. Reading and Approval of the Minutes of January 31, 2019: **approved as amended (Erdmann/Lutz) by all Senators present**
- III. Public Requests to Address the Senate on Non-Agenda Items: **none**
- IV. Officers' Reports
 - a. President (Meg Pasquel): **none**
 - b. Vice President (Karen Robinson): VP Robinson reported that she has received very few responses to the new schedule of classes' format. The AS and UPM should be working closely together. There will be a meeting regarding UPM on February 20 from 2-3pm in AC 255, and recommends that all attend. She also reminded faculty about the last day to add for students is in-person on Feb 8th and online on Feb 10th.
- V. Committee Reports

Curriculum Committee (Karen Robinson): The committee has decided to go to a different schedule than before. Instead of every Thursday, the committee will meet every other Thursday and then technical review every other Friday. That way it is possible for two different people from one department to attend one or the other of the meetings. Also, the committee wants departments to vote for a CC representative, and if there is no representative, then the department chair will be the defacto member.

Academic Standards Committee (Rinetta Early): **none**

Governance Committees: Senator Cady reported on an open community meeting about the Bolinas Field Station next Tuesday. Senator Purcell reported that at the GRC meeting, discussion included thinking of improvement areas, and how to get more participatory governance involvement. In the past surveys were done, but the committee is not sure if the implementations have been successful or not. Senators Erdmann and Purcell have been working on some of the language for AP 7120 Employment Recruitment.

UPM Report (Arthur Lutz): Senator Lutz reminded the faculty about the UPM meeting on February 20th. UPM has been working on the pay date for the part-time faculty. A difficult situation is created when a PT faculty member's class is canceled, and overpayment has happened. The UPM contract is vague in this area, and this is being figured out with the District. Banner won't allow the change in the PT faculty pay date to return to the end of the month, so it will remain on the 10th of the month.

VI. Consent Agenda (Lutz/Erdmann) **consent by all Senators present**

- a. Governance Committee Appointments: Maria Young – Distance Ed Committee

VII. Invited Guests: **none**

VIII. Action Items: **none**

IX. Discussion

a. Yolanda Bellissimo – Equivalency and Minimum Qualifications: Yolanda Bellissimo and Sara McKinnon gave a presentation on the need for tracking the minimum qualifications for faculty hiring. The state has a stance that when someone is hired to teach in a given department, that the person has the ability to teach everything that is taught in that department. The minimum qualifications should be documented in writing all of the time, not just when a complaint is filed. By not having these minimum qualifications in writing, the College is open to lawsuits. Also it is the role of the faculty, and not the administration, to document the minimum qualifications in writing, and the AS equivalency committee is expected to review and record minimum qualifications for each discipline. Sara and Yolanda have set up tables for each discipline, with the state's minimum qualifications, and with an example of minimum qualifications from another community college. They will upload the tables to the AS website, with starting with the disciplines that have upcoming hiring.

b. AP/BP 3260 – Participation in Local Decision Making: **deferred**

c. AP 3050 – Institutional code of Ethics: VP Robinson distributed the AP and BP for discussion next week.

d. AP 6350 – Contracts-Construction: **deferred**

X. New Business: **none**

IX. Adjournment: 2:06 pm

For questions or information concerning the Academic Senate Minutes, please contact: Becky Brown, AS Secretary: bbrown@marin.edu