

COLLEGE OF MARIN
ACADEMIC SENATE MEETING MINUTES
September 14, 2017

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

Senators Present: Meg Pasquel, Becky Brown, Jeff Cady, Karen Robinson, Andrea Wang, John Erdmann, Arthur Lutz, Joe Mueller, Kofi Opong-Mensah, Karen Koenig, Kevin Muller, Patricia Seery

Senators Absent: Peggy Dodge

Guests: Ryan Byrne

Minutes

- I. Approval and Adoption of the Agenda with changes: **adopted (Robinson/Seery) by all Senators present**
- II. Reading and Approval of the Minutes of September 7, 2017 : **approved as amended (Robinson/Wang) by all Senators present except Senator Lutz abstained**
- 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 the student enrollment priority list is out now, and she will mail it out to the Senators. The priority dates are earlier this semester, and students need to make an appointment with a counselor.
 - c. Treasurer (Patricia Seery): Treasurer Seery distributed and explained the balance sheet for the two Academic Senate accounts.
- V. Committee Reports

Curriculum Committee (A Joe Ritchie): President Pasquel reported that due to the high volume of CORs to be revised, A Joe will not be giving the Curriculum Committee report for the next couple of weeks. Also, the GE committee will meet today at 3pm as part of the Curriculum Committee meeting.

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

Governance Committees: PRAC met and discussed the charges of PRAC and its subcommittees.

UPM Report (Arthur Lutz): The UPM collective bargaining workshop was held last week and approximately 30 faculty members attended. There was also good turn-out by the PT faculty.

VI. Consent Agenda

- a. Governance Committee Appointments: **none**
- b. Hiring Committee Solicitation: President Pasquel wants to send out a letter to the faculty regarding hiring committees, and she will send out the letter to the AS senators this afternoon. Consent vote was deferred.

VII. Action Items

- a. **none**

VIII. Discussion

- a. Resolution (ZTC): Senators discussed some of the pros/cons of making a Senate resolution regarding the Zero Textbook Cost program. Discussion included the Chancellor's Office will be mandating a certain percentage of classes offered need to be designated as ZTC, most of the OERs in certain discipline areas are not currently at the level of quality/detail needed by the instructor, and will this create unintended competition between sections and instructors which may lead to low-enrolled sections being canceled. VP Robinson (Erdmann) moved to make this an action item for next week.
- b. Student progress reports (Ryan Byrne): Ryan Byrne, Director of Athletics and Kinesiology, described how certain populations of students (athletes, EOPS, international students, etc.) are required to submit progress reports that are filled out by their instructors. Currently the paper process is cumbersome, and it doesn't give the early alert notification that the progress reports are intended for. There is currently a plan to transition the academic progress reports and the COM cares program to the Navigate program. Ryan distributed a handout that explains the transition process. Discussion included concerns that academic reports submitted on COM Cares are falling through the cracks, and concerns about the level of privacy for the student. Ryan will be setting up a "Navigate sandbox" for faculty to try the program and give feedback.
- c. Internal policies and procedures - specialized Senators: President Pasquel thought it would be helpful to have each of the Senators have an area of the College that they specialize in and report back periodically to the Senate. She asked the Senators to think of an area that they would like to specialize in.

IX. Adjournment: 2:00pm

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