

**COLLEGE OF MARIN
ACADEMIC SENATE
MEETING AGENDA FOR September 3rd, 2020**

CALL TO ORDER: 12:45 PM – Zoom Meeting

- I. Approval and Adoption of the Agenda – **Adopted (Perrone/France) by all Senators present**
- II. Reading and Approval of the Minutes –
Minutes of August 13th - **DEFERRED**
Minutes of August 27, 2020 – **Approved with corrections (Robinson/Perrone) by all Senators Present**
- III. Public Requests to Address the Senate on Non-Agenda Items - **NONE**
- IV. Officers’ Reports

President (Meg Pasquel) – President Pasquel reported that Senator Shawn Purcell has a class this semester that conflicts with attending meetings of the AS. President Pasquel distributed an email today under her own name with best practices for faculty for Zoom. The information in the email is called Synchronous Instruction Guidelines and FAQ and is to be a repository that evolves as more insights emerge. The current version in the email drafted by VP Coulson and President Pasquel and was vetted by SAS, DE Committee representatives, COM legal, and UPM. The Guidelines and FAQ will need approval of the AS so that it can be posted on our website as representative of the AS.

Vice President (Maria Coulson) – VP Coulson reported that the word “guidelines” was chosen purposefully to represent this work. The document doesn’t really have anything new, just things gathered from faculty feedback and vetted by the entities President Pasquel mentioned.

- V. Committee Reports

Curriculum: **NONE**

Academic Standards: **NONE**

Other Senate Subcommittee and Governance Committee Reports

PRAC: President Pasquel reported that the committee needs another faculty member.

UPM – Senator Mueller reported on work done over the summer preparing for limited in-person classes. The initial work lacked faculty on the committee and the work reflected the lack of faculty voice. UPM leaders worked with legal representation to get the guidelines straightened out. Only two faculty from Life and Earth Sciences are actually teaching in-person due to concerns about safety. Senator Mueller also announced that UPM PAC is supporting Paul DaSilva in his race for COM Board of Trustees.

VI. Consent Agenda

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

VII. Invited Guests: **NONE**

VIII. Action Items

- a) AP 7120 (deferred) – Discussion ensued about AS concerns and changes originally suggested by the AS and what, if anything, has changed while AP7120 has been in the AS hands. Concerns and originally suggested changes included:
- Concern about changes in recent years that eliminated facilitation and administration of hiring committees from HR functions.
 - Concern about committee functioning when hiring administrator also has power of hiring committee facilitation
 - Current wording in AP gives both administrative functions relative to the hiring committee and facilitation of the committee meetings to the designated Hiring Manager. The AS proposed that the administrative functions be separated from the facilitation functions so that members of the committee could facilitate the process but not take on the burden of the administrative function.
 - Concern that power structure represented in AP7120 could influence the results of hiring decisions.
 - If any committee member can complete the training for facilitating hiring committees, how would the decision be made if more than one committee member wanted to facilitate?
 - Page 6 of 7 in the AP indicates that if no consensus is arrived at the position may be reposted. Other places in the AP say consensus is desirable, resulting in confusion about the role of consensus in the process. It was noted that on page 3 of 7, the section regarding administrative hires has a different process if no consensus is reached.

In the time since the AS began discussions of AP7120, a significant change in hiring committee processes was made. All members of hiring committees now get a letter from Dr. David Wain Coon that talks about healthy functioning of hiring committees. Many AS concerns are ameliorated by Dr. Coon's letter. President Pasquel indicated a willingness to take a first pass at trying to incorporate points from the letter into the AP if appropriate. President Pasquel will also see if some of the content is better placed in HR guidelines than in an AP.

- b) Faculty Led Instructional Committee (deferred) - **DEFERRED**

IX. Discussion

- a) Response to Covid Emergency – Hardware/Tech
- COM is making efforts to obtain the needed hardware for students but all is on back order. ESL department also vetted the Synchronous Instruction Guidelines and FAQ that Meg Pasquel distributed. Meg's email went only to faculty, not staff. Faculty should share it with others you think should see it (I/S for example). Senators then discussed the Synchronous Instruction Guidelines and FAQ document and asked questions and made comments. Questions and comments included:
- To get the best from Zoom, it is helpful to connect your computer directly to your modem using an ethernet cable.
 - Develop a technology emergency plan and be sure students all know what it is.

- The AS desire is to create space on the AS website to provide guidelines and protocols regarding COVID impacts on teaching.
 - **MOTION TO APPROVE THE ZOOM PROTOCOLS DOCUMENT (MULLER/FRANCE) MOVES THIS TO ACTION ITEM FOR NEXT MEETING.**
- b) Advanced Placement Scores – President Pasquel recapped the issue regarding Biology AP. She requested that the AS defer this item until next week when Rietta Early can join our meeting to address the issue.
- c) Institutional and systemic racism at CoM - **DEFERRED**

X. New Business

XI. Adjournment: 2:00 pm

Future Business: Recycling program/Building design

- For questions or information concerning the Academic Senate agendas, please contact:
 - Meg Pasquel, apasquel@marin.edu X7362 or
 - Maria Coulson, mcoulson@marin.edu X7444.

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RESPOSITORY ON ACTION

AB7120 FOLLOWUP

DISTRIBUTE MINUTES OF AUGUST 31