

COLLEGE OF MARIN ACADEMIC SENATE

MEETING MINUTES

FEBRUARY 10, 2022

12:45-1:50 PM IN AC 303 AND VIA ZOOM

Senators Present: Maria Coulson, Meg Pasquel, Caitlin Rolston, Kevin Muller, Dave King, Kristin Perrone, Cara Kreit, Patricia Seery, Kyle Beattie, Patricia France

Senators Absent: None

Guests: None

- I. **Approval and Adoption of Agenda** — AMMENDED and ADOPTED (Coulson/Muller) by all Senators present.
- II. **Reading and Approval of Minutes of February 3, 2022** — APPROVED (Perrone/Beattie) 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 Instructional Programming will be creating a master schedule and that Senate will be putting out a call for a faculty co-chair to work on this. One (1) of Academic Senates allotted units will be awarded to this position.
 - b. **Vice President (Maria Coulson)** — Nothing to report
- V. **Committee Reports**
 - a. **Curriculum** — No report
 - b. **Academic Standards** — No report
 - c. **Other Senate Subcommittee and Governance Committee Reports**
 - i. **DEC (Maria Coulson)** — Vice President Coulson reported that a call for distance education position is going out. DEC is analyzing their rubric and looking at policy and plan for the future, especially what has been learned during the pandemic, in terms of what needs to change regarding DE.
 - ii. **Technology (Caitlin Rolston)** — Secretary Rolston reported that the Tech-Quity Task Force proposed by Dave Patterson (Library) has been formed. A session was held during Flex Week with a lot of turnout and interest, and the first meeting was held 03/10/2022. 16 COM community members, including Senator Beattie, are currently on the Task Force, and Senator Beattie will report on it next week. President Pasquel mentioned that Walter Turner has mentioned concerns regarding technology and equity and Senator Rolston said she would let the Task Force know to check in with him. Senator Rolston also mentioned that the Technology Committee is working with PRIE on a post-pandemic technology survey for faculty as requested by PRAC, and it is taking longer than expected because the committee want to make sure the questions are relevant to faculty's needs and concerns.
- VI. **Invited Guests:** None
- VII. **Consent Agenda**
 - a. **Governance Committee Appointments** — None
 - b. **Ongoing Emergency/Brown Act** — The College of Marin Senate finds that conditions still exist which restrict our ability to meet in person (ability to social distance, individual health concerns). The Senate will vote weekly to consent that conditions require meetings to continue via Zoom.

Advance approval of the consent agenda through March 31, 2022 APPROVED (Coulson/Muller) by all Senators present.

VIII. **Action Items** — None

IX. **Discussion**

- a. **Evaluation Process** — There are several concerns about the current evaluation process. President Pasquel and Senator King brought to the Senate’s attention redundancy and potential irrelevancy of certain items in tenure track instructors’ evaluation documents, mainly under “currency in field.” These items asked for information about the instructor’s professional development outside of College of Marin (professional organization memberships, publications, subscriptions to journals, attendance and presentation at conferences, grants and so on). President Pasquel expressed that these items contradict current equity hiring practices. Senator King added that they are also redundant and could be collapsed into one item. In addition, President Pasquel reported that the evaluation process is currently scheduled and coordinated by only two classified staff members, which is burdensome. The onus of this work also falls on department chairs and often expands unexpectedly mid-semester. Senator Kreit said she would pass on the state language on professional development and what can count as flex outside of COM. Next, the new Canvas-based student evaluation was discussed. Treasurer Seery had received feedback from Noncredit ESL instructors, which included a) need to change question about grades in classes that don’t have them; b) more languages than Spanish and English to complete the evaluations; c) lack of evaluation forms in PDF format on any website; d) adjunct faculty members do not have phone numbers to give out. Secretary Rolston added that not all students respond to the survey since it is online. Senator Muller agreed that paper evaluations done by students could capture a more accurate picture. President Pasquel said that she would invite UPM to attend a Senate meeting to discuss the evaluation criteria and process concerns.
- b. **DE Course (Nomenclature and Beyond)** — President Pasquel reported that DEC is working on a revised policy for DE. DE also comes up in the new Strategic Plan. President Pasquel reminded that DE is a pedagogical 10+1 issue, is not negotiated and is not within the purview of the Union or any MOUs. Administration has the right of assignment in this case. There are some concerns over who can teach DE, what DE is, and how much DE a faculty member can take on, and this is strictly in the purview of the Academic Senate and the Distance Education Committee. Some faculty are currently teaching DE without a Peer Online Course Review (POCR) or obtaining the required certification. Hybrid classes are considered DE, and teaching on Zoom is not currently authorized unless the course is officially DE, with the exception of an accommodation provided by HR. Senator France explained that DE has a definition, process, standards and best practices. It requires a great deal of planning and work to implement, and cannot it be used as a convenient alternative to coming to campus. Academic Senate will be actively involved in DE this semester and will ask pertinent constituents to provide information and resources.

X. **New Business** — None

XI. **Adjournment:** 1:50 pm

FOR QUESTIONS OR INFORMATION CONCERNING ACADEMIC SENATE MINUTES, PLEASE CONTACT
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