

COLLEGE OF MARIN ACADEMIC SENATE

MEETING MINUTES

FEBRUARY 24, 2022

12:45-2:03 PM IN AC 303 AND VIA ZOOM

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

Senators Absent: Kevin Muller

Guests: Kathleen Smyth and Stacey Lince for DEC

- I. **Approval and Adoption of Agenda** — AMMENDED to discuss DEC with guests and ADOPTED (Perrone/Kreit) by all Senators present.
- II. **Reading and Approval of Minutes of February 17, 2022** — APPROVED (COULSON/PERRONE) 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 the COM Foundation has been re-instated after several years of hiatus and is preparing to award scholarships. President Pasquel asked for feedback on how to disseminate and market the availability of these scholarships to students, the problem being that currently people are not applying and taking the money. Senator Perrone suggested pop-up notifications on Canvas and MyCOM. President Pasquel wondered if COM had the technology or infrastructure to promote scholarships by discipline. Senator Coulson suggested a College Hour activity to provide support with the application process. Senator Seery suggested posters in classrooms. Senator Kreit mentioned QR codes on the posters or flyers for easy website access. Senator Perrone asked if workshops could be held or assignments offered to help/incentivize writing application essays. Senator Rolston suggested that the review prompts be reviewed with equity in mind. President Pasquel reported that regarding long-term planning for the Foundation, there are several endowed scholarships whose principle has grown over the years and isn't being used, so COM will be reconfiguring how funds are awarded. She requested that Senators consider what areas on campus are deserving of scholarships and should be funded. Senator Perrone added that Nursing and the learning communities (MAPS, STEM, Umoja, Puente) would be good places to start.
 - b. **Vice President (Maria Coulson)** — Nothing to report except that 6 people were taking tests this morning in the SMN hallway.
- 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 DEC had reviewed policy and finalized the coordinator position. Kathleen Smyth is stepping down. The new coordinator position has been posted on UDWC.
 - ii. **Sabbatical (Dave King)** — Senator King reported that he had reached out to the committee about potential Flex presentations. There wasn't a response except to wonder why this hadn't been done sooner.
- VI. **Invited Guests: Distance Ed Committee** — Kathleen Smyth and Stacey Lince attended to discuss DE policy and Title V. Kathleen Smyth announced that the DEC policy is about quality and student

success. Over the years it has changed, as training and peer review have been added (POCR). The Peer Online Course Review (POCR) requires that two faculty review a course with an extensive rubric, return it to the faculty member/course designer with recommendations, and then review the changes so that alignment is assured with the Online Education Initiative (OEI) rubric. Because approximately 15 faculty members are currently teaching DE at COM without having gone through POCR for their courses, DEC is proposing that all courses must go through POCR (old and new). POCR reviewers take a 4 week training course. Stacey Lince explained that POCR began in 2018 at COM with a grant, but with the pivot required by COVID some of the POCRing for those grandfathered-in instructors was put on hold. This will be the peer review process for all courses going forward. This is an opportunity for all faculty to improve their courses and student success. Kathleen Smyth went on to say that although administration has the right of assignments, departments need to pay attention to what is best for students in terms of the variety of courses offered and how they are scheduled. Smyth reiterated that HyFlex is DE. It must follow COM's DE policy. COM is putting further changes regarding HyFlex on hold as the college currently doesn't have the infrastructure to support HyFlex. She mentioned a very successful but very expensive HyFlex initiative for ESLN in San Diego as a model that COM could not currently implement. She also said that the message is not getting to faculty somehow or they are not hearing it: no one can teach online, asynchronously, Hy-Flex, or synchronously unless their course has been POCRed and they've received the OEI certificate. The POCR process is not an evaluation, but an editing process, a peer review to see what issues will arise for students. The OEI POCR covers best practices and is more detailed than COM's own DE policy. As for whether a course should be offered as DE, this is a pedagogical conversation that needs to be run through the department and then Curriculum. It is not student-friendly for one instructor to teach all DE sections of a course. Administration needs to be informed of their responsibility in terms of DE offerings as they have right of assignment. Deans should be trained and empowered to apply these standards – for equity and student success. Students should have a choice. Treasurer Seery asked if this had anything to do with the Union, but DEC is a subcommittee of Senate. DE goes through Governance unless there is workload to negotiate, such as release time or training. This is a clear 10+1. A question of how much DE an instructor can or should teach was raised. Senator King read the exact language from the current CBE – Article 8.1.2. A: FT unit member must be “scheduled” no fewer than 4 days per week. This language should be clarified as it is unclear what “scheduled” means and whether it means hours assigned on campus or simply work assigned. Regarding the revised AP, Kathleen Smyth reported that the new Title V language will be available by end of March. DEC will continue working on updating the AP in the meantime and return to Senate on March 31.

VII. Discussion

- a. **DE Policy Changes — AP 4105**— See above.
- b. **Golden Gate Grant** — Senators reviewed the final grant language (see document). President Pasquel reiterated that it is faculty's purview to create disciplines and curriculum, and this policy was not followed. Curriculum and Senate will draft a missive informing VP Eldridge that this is not how curriculum gets approved at this institution, and as such this curriculum will not be approved. This is the second time the policy has not been followed. President Pasquel will draft a letter and send it to the Senate to approve next week.

VIII. Consent Agenda — APPROVED (Coulson/Perrone) by all senators present.

- 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.

- c. **Erick Muñoz — Senator (PT Position)** — Senator Muñoz is appointed as a replacement PT Senator. Two FT Senators are still needed as replacements, and the other seats can be filled via elections.
- IX. **Action Items** — None
- X. **New Business** — None
- XI. **Future Business** — Tonya Hersch, AP and BPs, testing
- XII. **Adjournment:** 2:03 pm

FOR QUESTIONS OR INFORMATION CONCERNING ACADEMIC SENATE MINUTES, PLEASE CONTACT
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