

COLLEGE OF MARIN ACADEMIC SENATE

MEETING MINUTES

NOVEMBER 10, 2022

12:45-1:59 PM VIA ZOOM

Senators Present: Maria Coulson, Dave King, Patricia Seery, Caitlin Rolston, Kevin Muller, Kristin Perrone, Cara Kreit, Alex Jones, Kyle Beattie, Patricia France, Sung-Ji Schmidt. Senator Muller left early (after officers' reports).

Senators Absent: None

Guests: Jon Horinek, Dean of Enrollment Services

- I. **Approval and Adoption of Agenda** — ADOPTED (Kreit/Muller) by all Senators present.
- II. **Reading and Approval of Minutes of November 3, 2022** — DEFERRED
- III. **Public Requests to Address the Senate on Non-Agenda Items** — NONE.
- IV. **Officers Reports**
 - a. **President (Maria Coulson)** — President Coulson reported on her experience at Plenary. The big resolutions were on IGETC, ethnic studies, and lifelong learning. Some resolutions contradicted each other. OER was a big one. For the first time, state student senators came to the AS Plenary. They attended the Area B meeting to sell a resolution they wanted support with: that colleges adopt 30 dollars as the low cost course threshold. COM doesn't have a low-cost designation. The State Senate adopted the students' proposal. The very last resolution ended in a tie, which has never happened in 25 years of the Senate Plenary meetings. The State Senate President was called upon to break the tie.
 - b. **Vice President (Dave King)** — No report.
- V. **Committee Reports**
 - a. **PRAC** — The parking issue is ongoing, as is its entanglement with the COM Police. Before COVID hit, a decision was made about forming a parking task force. This should be revisited. It is especially an issue for ESL students who don't see or don't understand the confusing signage for staff-only parking. GRIT also presented at PRAC.
 - b. **DEC** — The committee met. They are working on getting legacy courses POCRed.
 - c. **Professional Learning** — The committee met. They are now taking proposals. If they don't get enough, Senator Kreit may ask the Senate for suggestions. The TLC (in the new building) has a task force coming together. This is an action step in the strategic plan. There could be a faculty lead for that.
- VI. **CTE and Certified Nursing Assistant Program** — President Coulson met with the dean of CTE and alerted her that she needed to follow procedure with Curriculum. College of Marin takes 10+1 very seriously (this is not always the case at all colleges). The CNA program (currently housed in Community Education) has generated a lot of talk and questions. This was a grant that the college received "two deans ago." This will be happening Spring 2023. Since it is Community Ed., Senate has not seen it. The dean of CTE said it was in Community Ed "for now." She was informed that any decision to move it out of Community Ed would not fall under her purview.
- VII. **Invited Guests:** Jon Horinek addressed the Senate regarding add codes. He said that no changes would be implemented without the Senate's approval, and that he understood both the current system and proposed alternative had their downsides.
 - a. Current policy for add codes: they are required beginning the first day of instruction, or first day of the term for asynchronous classes (sometimes it's the Saturday before classes begin, which is an issue).

- i. When enrollment opens, students can place themselves on the waitlist and if a spot opens before term begins, they are moved into course automatically. At start of term, the waitlist freezes and they need an add code. They can use add codes up until the Census Date, and can petition to add up to one week after that.
- ii. This process is specific to COM. Other colleges have different methods.
- iii. Challenges:
 - 1. It is cumbersome
 - 2. There is confusion between O (the letter) and 0 (the number)
 - 3. It suppresses late enrollment for under-enrolled classes
 - 4. Hard to drop and switch
 - 5. Saturday instruction means enrollment ends BEFORE many courses actually start
- iv. Proposed change: allow auto-waitlist through first week of classes. If students drop, waitlisted students would be moved in automatically. Waitlist could be frozen starting in week 2. Add codes would then be necessary for week 2 and 3. In week 4, students could petition.
 - 1. Potential cons:
 - a. Content heavy courses would have to repeat information. Faculty would need to adjust content.
 - b. Science: first day of lab is used for safety requirements.
 - c. Teachers would have to change how they do week 1.
 - d. Other states don't do this at all. California is unique with add codes.
 - 2. Questions and discussion:
 - a. Senator Jones asked if instructors could get an email notification that new students were joining after start of term. Yes, there would be a few possibilities using Argos and Banner.
 - b. Asynchronous course demand is very high and this would make things easier.
 - c. Perhaps course delivery modality would determine use of a new system; i.e. asynchronous courses could follow this alternate rule.
 - d. Enrollment confirmation could go to personal email of students (not currently happening).
 - e. Banner would NOT allow the auto-add after start of term to be provisional upon faculty approval.
 - f. Dean Horinek will come to DEC meeting as President Coulson did not feel she could speak for all DE instructors or the entire committee.
 - g. Senator Schmidt warned that students often don't show up to the first week once they learn that they don't "have to." She has experience with this from another college.

VIII. **Wrap Up/Future Business** — xx

IX. **Adjournment:** 2:00 pm

FOR QUESTIONS OR INFORMATION CONCERNING ACADEMIC SENATE MINUTES, PLEASE CONTACT
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