

COLLEGE OF MARIN ACADEMIC SENATE

MEETING MINUTES

November 12, 2020

12:45 – 2:00 pm via Zoom Meeting

Senators Present: Meg Pasquel, Karen Robinson, Peggy Dodge, Patricia Seery, Jeff Cady, Patricia France, Kristin Perrone, Dave King, Maria Coulson, Kofi Opong-Mensah, Kevin Muller, Paul Cheney

Senators Absent: Shawn Purcell, Joe Mueller

Guests: Rinetta Early, Patrick Kelly, Holley Shafer, Cari Torres-Benavides

CALL TO ORDER: 12:45 PM – Zoom Meeting

- I. Approval and Adoption of the Agenda – **ADOPTED (Robinson/Perrone) with amendment moving Discussion item a) AP 4231 – Grade Change to Academic Standards report time by all Senators present**
- II. Reading and Approval of the Minutes of November 12, 2020– **APPROVED (Robinson/Muller) 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 Spring 2021 Canvas shells will open to students on January 13. Faculty should have a welcome letter and orientation module that includes course expectations on Canvas by the time shells open to students.
 - b. Vice President (Maria Coulson) – VP Coulson reported on a session that she attended at the Plenary meeting that discussed the concept of a "liquid syllabus." The "liquid syllabus" would be a living public google document that can be accessed outside of Canvas. The document would include textbook information, a welcome video, and brief description of expectations (Zoom meetings, time expected, etc.) for the course. Colleen Mihal can be asked to share her "liquid syllabus" and Senator Perrone will share a link to more information.
- V. Committee Reports
 - a. Curriculum – **NONE**
 - b. Academic Standards (AP4231: Grade Change discussion)

The proposed AP4231 Grade Change Flowchart was distributed. The flow chart describes how the Grade Change process will proceed under specific circumstances (discrimination complaint, for example). The Area Dean, in consultation with the Department Chair, can appoint another instructor to review the dispute. The changes to the flowchart are proposed in response to issues arising from application of the current AP4231 flow chart. That version allowed that under certain circumstances that keep a student from accessing the faculty member who assigned the grade, the process moved to Stage 2 which actually escalates the complaint. The change being proposed now does not escalate the complaint but allows for a substitute for the faculty member to take over under the circumstances. Discussion included noting that Section 3 of the AP covers this but should be moved elsewhere in the AP. Questions arose regarding the role and scope of authority that the substitute instructor could exercise. Allowing a substitute to overturn a grade assigned by another faculty member is problematic. Senators concurred that the AP needed to be amended to include rights and responsibilities of substitutes. Rights and responsibilities should consider processes that could include the substitute consulting the original faculty member (if possible) before a grade change is officially entered into student record. Discussion included the role of the Petitions Committee when a

substitute makes a grade change decision. Current AP says the Petitions Committee role is laid out in the process. Guest UPM President Patrick Kelly noted that the determination of "gross misconduct" referred to in the AP would be going through a process through the district and with the UPM grievance office. Academic Standards Chair Rinetta Early and UPM President Patrick Kelly will consult about changes recommended during the AS discussion.

c. Other Senate Subcommittee and Governance Committee Reports

- i. Facilities Planning Committee (Senator Jeff Cady) – Senator Cady reported that the Facilities Planning Committee had been informed that the COM Board of Trustees had approved the purchase of the Union Bank building on College Avenue. Ideas for the building include relocating certain student services such as Cashier, Enrollment, and ESCOM as well as making more parking available. Money for the purchase of the building would come from the bond and will result in a "reimagining" of the new LRC building. Senators requested that this item be on for discussion in the next AS meeting. Concerns about Participatory Governance being overlooked in this situation were expressed.

d. UPM - **NONE**

VI. Consent Agenda - **NONE**

VII. Invited Guests:

a. Karen Sheppard Cresci – Bookstore

Book Store Manager Karen Cresci provided a PowerPoint presentation with a current update on book orders for the Spring 2021 semester. Manager Cresci thanked the Senate for our feedback from the last presentation and our support of outreach stressing the benefits of timely textbook orders being placed. We are far ahead in advance textbook ordering than ever before, although there are still 196 orders outstanding with a deadline of 11/30. Timely placement of orders has allowed the Bookstore to begin looking early for used books, add more titles to rental and digital libraries, and to negotiate pricing with publishers and distributors. The Bookstore is on track to have all materials ordered so far accessible to students before the first day of classes. Manager Cresci also reported that the Bookstore has been reconfigured for in person use under COVID guidelines but the capacity will only be 4 at a time. In person shopping will still not be permitted until the Bookstore receives approval of its plan and COM determines that it can open. Meanwhile, online ordering instructions are being updated and distributed to students. Senators requested that the online ordering link be sent to faculty so that they can distribute to students as well. A suggestion was made that the Bookstore develop a Canvas page for the COM Canvas Commons that could be imported into class Canvas shells. Manager Cresci also noted that an online sale of COM gear was starting and would continue through November 30

b. Holley Shafer – COM Sr. Research & Evaluation Specialist

Holley Shafer provided the context for this discussion. COM is at work on our Midterm Accreditation report due this Spring. Accreditation requires Institutional Set Standards in regard to certain measures. Those Standards are considered the floor, the lowest level at which we will achieve and falling below them requires immediate action. We also now must articulate Stretch Goals for degrees, certificates, and transfer. Stretch Goals are aspirational but will be tracked. Work done in the past informed stretch goals for most required areas but a Stretch Goal for Course Completion is needed. The Chancellor's Office recommends taking the highest achieving demographic and then look at other groups in comparison to that group. That discrepancy represents an equity gap. Ms. Shafer then distributed a report with data analysis rationale for a recommended Stretch Goal relative to Course Completion for COM. The recommendation would be to eliminate disproportionate impact in terms of Course Completion. In all demographic groups, course completion would be no less than 5% different from the majority demographic. These are college-wide, not department specific goals. Some disciplines will vary because their enrollment deviates

from College-wide enrollment. This data should be reviewed annually. Senate comments included reminder of the mathematical principle of “regression to the mean,” and that our goal could be achieved by lower success of the majority demographic rather than just increased success of the other demographic groups. It was also pointed out that the other demographic groups will need to make more progress than the majority group in order to achieve this Stretch Goal. Ms. Shafer reminded Senators that these are Stretch Goals and there is no enforcement or consequences relative to reaching these goals. Senators also wanted to remind all of us that COVID impacts will need to be considered in all areas of data but especially Successful Completion.

VIII. Action Items - **NONE**

IX. Discussion

- a. AP 4231 – Grade Change – **See Academic Standards Report section**
- b. Policies: absentee Senators / President’s communications – **President Pasquel distributed a draft document to be discussed in the future.**
- c. COVID-19 19 response – **No discussion**
- d. Institutional and systemic racism at COM – **See Invited Guest B section for relevant discussion**

X. New Business

XI. Adjournment: 2:00 pm

For questions or information concerning the Academic Senate Minutes, please contact: Peggy Dodge, Acting AS Secretary: pdodge@marin.edu