

**COLLEGE OF MARIN  
ACADEMIC SENATE MEETING MINUTES  
FOR DECEMBER 5**

**CALL TO ORDER: 12:45 PM – Academic Center (AC) 303 Kentfield**

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**Senators Present:** Karen Robinson, Kevin Muller, Patricia Seery, Peggy Dodge, Kristin Perrone, Meg Pasquel, Nancy Willet, Patricia France, Arthur Lutz, Paul DaSilva, Kofi Opong-Mensah

**Senators Absent:** Paul Cheney, Shawn Purcell

**Guests:** Cara Kreit, Rinetta Early

- I. Approval and Adoption of the Agenda **ADOPTED (Robinson/Perrone) with changes moving guest Cara Kreit to the top of the agenda and allowing for Patricia Seery to give Treasurer report when she is able to arrive by all Senators present**
- II. Reading and Approval of the Minutes
  - Minutes of November 21, 2019 – **APPROVED (Robinson/Willet) by all Senators present**
  - Minutes of October 24, 2019 – **APPROVED (Robinson/France) 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 she will be bringing a discussion item to the Senate in the Spring to broaden the charge of the Student Learning Outcomes Assessment Council (SLOAC) to include focus on institutional effectiveness
  - b) Vice President – **NONE**
  - c) Treasurer (Patricia Seery) – Treasurer Seery reported that the account for travel and conferences has not changed. The Academic Senate has obtained our own master card.
- V. Committee Reports
  - a) Curriculum: **NONE**
  - b) Academic Standards (Rinetta Early) – Committee Chair Early reported that the Academic Standards committee has been focused on AP5011: Admission and Concurrent Enrollment of High School Students. There is a recommendation that a Counselor should sign recommendations for maximum number of units individual concurrently enrolled student can take in a given semester. Jon Horinek is doing research to inform COM update of the policy. Chair Early also notified the AS that AP4100: Graduation may be revised and come back to the AS for discussion and approval of revisions. Chair Early also reported that the AP equivalency procedure needs review and update. Currently, Department Level permission is required for AP equivalency. Chair Early also reported that the requirement for 12 units of coursework in a major for an AS degree be completed "in residence" at COM is being discussed for review. AS-T does not have the same "in residence" requirement. Department Chairs are required to approve any requirement revisions. The issue will be agendized for Spring for Department Chair input.
  - c) Other Senate Subcommittee and Governance Committee Reports - **NONE**
  - d) UPM (Nancy Willet) – Senator Willet read a letter from UPM President Patrick Kelly to the AS. A copy of the letter will be available with the AS Minutes from this

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meeting.

- VI. Consent Agenda – **NO CONSENT ITEMS**
- a) Governance Committee Appointments - NONE
- VII. Invited Guests: Cara Kreit (Representing SLOAC and Professional Learning/FLEX)
- a) SLOAC – Professor Kreit reported that over 350 courses are set for SLO assessment this Fall. Those assessments are important to COM meeting ACCJC recommendation from last accreditation visit. Professor Kreit also reported that ACCJC had recommended a reduction in the number of Institutional Outcomes and GE Program SLO, originally developed in 2010. SLOAC has been reviewing these SLO this semester and examining best practices as well as conducting an internal scan to get feedback. SLOAC has proposed revisions and provided email and in-person opportunities for faculty review and feedback on the revisions. Professor Kreit provided an updated revision to COM Institutional Outcomes to the AS. Senators comments included suggestions that
- The “Communication” Institutional Outcome needs inclusion of visual communication.
  - The two Institutional Outcomes called “Cultural Awareness” and “Community Engagement” could be combined into one outcome, “Culturally Aware Community Engagement
  - It is important that we consider equity angle in all work at COM. Professor will bring AS feedback to SLOAC.
- Professor Kreit also reported that SLOAC will begin the work of mapping course level SLO onto Institutional Outcomes. SLOAC will reach out to departments for assistance with the mapping.
- b) Professional Learning/FLEX – Professor Kreit reported that Fall FLEX reports are due next week and that reminders have been sent to faculty. The Spring FLEX calendar is being developed, with a focus on expanding and reflecting on the equity toolbox and high impact practices. Professor Kreit updated the AS on the status of the ProLearning Application for FLEX registration and reporting. As they troubleshoot problems with the system, Senators suggested that the requirement for evaluation of a FLEX session before the hours for that session are counted be removed.
- VIII. Action Items
- a) AP 7120 (deferred) – (**deferred until HR and Legal can attend an AS meeting Spring 2020**)
- b) IRB Committee: **MOTION TO APPROVE ESTABLISHING AN IRB ADHOC COMMITTEE UNDER THE AS (DaSilva/Robinson) approved by all Senators present**
- c) AP 4105 - Distance Education – Senators recommended revision that history needs updating before being finalized. **MOTION TO APPROVE AP4105 WITH CORRECTIONS (Perrone/DaSilva) approved by all Senators present, with Senator Opong-Mensah abstaining**
- IX. Discussion
- a) Evaluations/Sabbaticals/PAC – **NO DISCUSSION**
- X. New Business – **NO NEW BUSINESS**
- XI. Adjournment: 2:00 pm

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