

Academic Senate of College of San Mateo



Tuesday, April 23, 2024
2:30pm - 4:30pm

Building 18, Room 206
1700 W. Hillsdale Boulevard, San Mateo,
CA 94402

<https://smccd.zoom.us/j/85134096982>

Meeting ID: 851 3409 6982

Phone: +1 669 444 9171

Officers	
President	Todd Windisch
Vice President	Daniel Keller
Secretary	Yvette Butterworth
Treasurer	Stephen Heath (2:58)
Immediate Past President	Arielle Smith

Standing Senate Committee Chairs	
Curriculum Committee	Jeremy Wallace
Distance Education Committee	Jennifer Howze-Owens (2:53)
Committee on Teaching & Learning	Susan Khan

Division & Student Representatives	
Student Representative	
Academic Support & Learning Technologies / Library	Valeria Estrada (2:40)
Academic Support & Learning Technologies / Library	Susan Khan
Business/Technology	Hellen Pacheco (absent)
Business/Technology	Kimberly Salido
Creative Arts/Social Science	Leighton Armitage
Creative Arts/Social Science	
Kinesiology/Athletics/Dance	
Kinesiology/Athletics/Dance	
Language Arts	Evan Kaiser
Language Arts	Mick Sherer (absent)
Math/Science	Wendy Whyte (Zoom just cause)
Math/Science	Beth LaRochelle
Counseling	Leo Cruz
Counseling	Emily Cotla
Enrollment Services and Support Programs	Makiko Ueda

1. Opening Procedures				
No.	Item / Description	Presenter(s)	Time	Action?
1.1	<p>Call to Order (2:33 pm)</p> <p><i>According to CSM Academic Senate By-Laws, "A quorum for a meeting of the Senate and all Senate committees shall consist of 50% plus 1 of the committee's faculty members."</i></p>	President / Facilitator	1	Procedure
1.2	Roll/Introductions	Secretary	1	Procedure
1.3	<p>Adoption of Today's Agenda (This is a roll call vote this meeting because we have Wendy Whyte on Zoom today, and this is required under Brown Act. Motion Beth LaRochelle & 2nd Leighton Armitage; Roll Call Approval: Susan Khan, yes(2), Beth LaRochelle, yes, Leighton Armitage, yes, Evan Kaiser, yes, Wendy Whyte, yes, Makiko Ueda, yes, Emily Cotla, yes, Leo Cruz, yes, Kimberly Salido, yes, Jeremy Wallace, yes, unanimously with 11 .)</p>	President / Facilitator	1	Action
1.4	<p>Adoption of Consent Agenda (Small change on appointments to hiring committees from original sent; last minute request for PS coordinator for Veteran's. By-laws are here as well because little feedback was presented, except those raised by Mick and Beth about Article 5, so those remain on the topic discussion. A bracket was left out from one section indicated by Wendy Whyte. This is a roll call vote this meeting because we have Wendy Whyte on Zoom today, and this is required under Brown Act. Motion Susan Khan & 2nd Beth LaRochelle; Roll Call Approval: Susan Khan, yes(2), Beth LaRochelle, yes, Leighton Armitage, yes, Evan Kaiser, yes, Wendy Whyte, yes, Makiko Ueda, yes, Emily Cotla, yes, Leo Cruz, yes, Kimberly Salido, yes, Jeremy Wallace, yes, Valeria Estrada, yes, unanimously with 12 . Bylaws are done, though we can always bring back any by-law that we'd like to discuss and change at a later time.)</p> <p><i>All items on the consent agenda may, by unanimous vote of the Academic Senate members present, be approved by one motion after allowing for Senate member questions about a particular item. Prior to a motion for approval of the consent agenda, any Senate member, interested student, citizen, or member of the staff may request that an item be removed from Consent to be discussed in the order listed, after approval of remaining items on the consent agenda.</i></p> <ul style="list-style-type: none"> ● Approval of faculty appointment(s) to... <ul style="list-style-type: none"> ○ Campus Committees 	President / Facilitator	5	Action

	<ul style="list-style-type: none"> ○ Academic Senate By-Laws Revisions: Articles 6-12 & Appendix A 			
1.5	<p>Public Comment (Makiko Ueda has been concerned about the faculty evaluation form because it doesn't work well for the Counseling Services. She has been hearing complaints about the sections that don't fit their roles. In 2022, the Skyline counselors, in particular Perry Chen, created a draft for a Personal Counseling evaluation form. Skyline showed it to many counselors in the district and then took it to their Senate, but nothing happened. Makiko would like to bring this discussion back and have a better evaluation form created to evaluate the Personal Counseling Faculty. Because the created document is a couple of years old already, Makiko plans to revisit discussions and revise what was previously created, but she would like to have this brought to a future agenda.)</p> <ul style="list-style-type: none"> ● Questions/comments on non-agenda items 	Public	5	Information
2. Standing Agenda				
No.	Item / Description	Presenter(s)	Time	Action?
2.1	<p>Presidents' Report</p> <p>(DAS: Last Monday, 4/15, there was a discussion with Chancellor Moreno about the Academic Senate line items in the board policies. The issues that raised so much question was not from the Chancellor or the Board, but from a consulting organization, The Community College League (CCL). The Chancellor was not aware that the letter proposed policy revision that would line out the Senates' purview over things like curriculum, giving that power to the Chancellor. Chancellor Moreno was apologetic and said she was unaware and disagreed with these proposed changes. Chancellor Moreno wrote a letter to the DAS explaining the background and proposed new policy meant to create more collaboration in participatory governance; Todd Windisch had the letter available in print for anyone that wished to read it. Chancellor Moreno's proposed policy was for a multi-year revision that had begun under Chancellor Claire. However, the procedures were going to the board before they were brought to DPG, which is the current board policy procedure. In other words, policy revisions must first be brought to DPGC, and anything that concerns 10+1</p>	Todd Windisch & Daniel Keller	10	Information

must be brought to the Academic Senate for review. The new process will be that all board policy revisions will first go to DPG. Beth: The CCCL is being paid for by the Board and it seems that this may be a problem in having a paid third entity having a say in these proceedings. Todd Windisch agrees that this seems problematic, especially in light of the issues in the Fall when the board was allowed to go around the screening committee for the Chancellor to pull applicants that they were in favor of running; they said that was a recommendation of the CCL. After research by the Academic Senate leadership precedence was not found for such a policy. It doesn't seem that the recommendations from the CCL are actually coming as best or common practice recommendations.

The next item from DAS was that Todd Windisch has been nominated as the President for the DAS and next year he will shadow and finish his term as the President at CSM's Senate. Beth LaRoche clarified that when a new President at CSM would need to begin their grooming. There is no time-line says Todd. However, Todd would like to see someone with an interest in being the CSM Academic Senate step forward sooner rather than later so that he can begin giving anyone interested a better idea of the job that he currently does for CSM as President of the Senate. Beth LaRoche clarified whether someone needed to be the VP in order to become the President. Todd clarified that you do not need to be VP to become President. He also reminded everyone that there are funds for anyone who may be interested to attend things like Plenary and the ASCCC Leadership Institute. Beth asked about and Todd clarified the time line for declaring a new President actually happens next Spring. Todd is telling everyone now so that interested parties can dabble and check things out to see if they are truly interested.

Two more topics that are being discussed at DAS are potential revisions to late add procedures and to the length of the Census period. Carrie Mitchell brought these topics to DAS. The waitlist proposal is that there would be a waitlist through Census. Concerns were raised, because students could just drop in without an add-code; in other words when one student drops another student would just replace that dropped student without the express consent of the instructor. This could be an issue for courses where the beginning material is crucial, and the instructor would like purview over whether to add students after a certain time. Census is likely going to be shortened, maybe for all classes, and maybe just for some. There is currently a lot of discussion about this across all constituencies and it will be going to DPGC next since this would involve Board Policies. Daniel's input was that he didn't want to give an add code to someone that was not attending over someone

that had been attending. Beth agreed. Todd said the conversation would be continued.

Informational Technology Services has some prioritization issues/processes. One of the issues that this has caused is with the CVC/OEI consortium. We were one of the first colleges to approve this, but we are the last to join because ITS keeps deprioritizing updates to Banner and backend updates in favor of other projects. The process by which these priorities are made are not transparent, and that is what needs to be addressed. The prioritization is being done in October by the three college VPSS's. They don't necessarily prioritize the faculty needs and their decision becomes the list. Todd Windisch had a discuss with CSM VPSS, Alex Guiriba, and Todd asked that they discuss the faculty needs and wishes, especially around the faculty concern about our district joining the CVC/OEI. There are other concerns and factors as well, and this is an on-going conversation. Jennifer Howze-Owens clarified her previous knowledge and Todd said his is the most up-to-date as he had just spoke with Alex. Beth LaRochelle had some questions about the VPSS's purview over this area. It seems that the purview is historical. The problem seems to be with the number of projects, there are fifty to sixty, and ITS's ability to complete projects in a year being just ten, so if a project isn't in the top ten in priority, it will probably never get done.

We are having issues with students joining our classes who aren't students which is a concern for accreditation. We will be going through accreditation again soon and there is a new policy in accreditation that says that we need to have standards that provide documentation for the authentication of students. The District is exploring new options such as dual factor authentication for all students any entry into Canvas and such. The dual factor authentication isn't the only option, but that is a discussion. The discussion will continue at a future meeting. Todd Windisch mentioned that other colleges, such as Saddleback, already require dual factor authentication for every entry into email and Canvas, not just like we have in Websmart. Daniel Keller added that this problem is serious, that we already have maybe a thousand fake-students taking classes. Leo Cruz clarified whether the faculty would also need to authenticate in the same way. There was some concern expressed about equity due to having to be on campus to do some authentication. Makiko Ueda said there is also a big problem with students registering for classes, but they have no intention of finishing the classes since they are free and withdraw with special circumstances so they aren't penalized. Wendy Whyte wanted to know about having some type of authentication throughout the semester, like Proctorio, that will verify

the users during the semester. Susan Khan said a strong opinion was expressed in CTL to not let this become a workload issue.

IPC hasn't met.

BOT haven't met. Meet tomorrow, Wednesday, 4/24. There is an AFT action planned at the BOT meeting tomorrow. Evan will be there tomorrow to support part time faculty having dental care.

DPGC hasn't met.

Todd Windisch said that there would probably be an announcement tomorrow, Wednesday, 4/24, about the President of CSM. Richard Storti said announced that all Interim roles will be extended through Summer 2025. Meaning roles like Interim Dean of Math and Science and Interim VPSS would be extended. The incoming President could decide to hire earlier if they choose.

Program Review & Flex Day update from Daniel Keller. The session was via Zoom. It was short to allow people to give input. Daniel took suggests and concerns about how we can make program review better and that will be the next topic. There is already a subcommittee for that, and if anyone is interested please email him. The thought is to make the program review process more manageable and meaningful for everyone. There was a lot of talk around the statistics. Kimberly Salido wants program review to be more understandable.

Transfer Tribute which is the night before graduation needs a speaker. Tereasa Martin has volunteered, but she has done it before so she'd be happy to step aside if anyone else would like to do it. Todd Windisch would like to know about this by May 1.

Next topic is the Commencement Speaker. Claudia Sandoval, a master chef winner, will be our speaker. An alumni who was a former student of Alex Guiriba's who got a PhD in psychology was chosen, but that person had to drop due to personal issues, so the change was made by the President's Cabinet. The alumni is committed to doing it for CSM next year.

	<p>Academic Standing and Academic Notice was brought up at DAS. Canada and Skyline are going to make similar resolutions to that created here in CSMs Academic Senate. Todd Windisch had a conversation with Alex Guiriba about how this conversation is going and he said that it may have hit a roadblock at VP Council at the District Level, but it should go through and there should be a policy by next year.</p> <p>Also, in discussion with Alex Guiriba, Todd discussed the amendment of the policy for dropping for nonpayment when they owe \$0-\$199. There is support from Deans and VPs to only drop if a student hasn't cleared balances from previous semesters, but to allow them to stay if the amount owed is from the current term, in which case they would work with the student for payment before dropping them. It won't effect cohorted programs or financial aid or international students; they would still be dropped. This is currently being discussed at VP level. Implement by Spring 2025 if it moves forward. There needs to be an accounting on the cost to the district if this goes through. Beth LaRoche wants to know if the fees have any intervention to help establish a payment plan. Emily Cotla shared a personal experience with a student who had a payment plan and if they miss payments consistently then the student might be dropped from classes. Todd said that he can invite Alex Guiriba to give us a more detailed presentation.)</p> <ul style="list-style-type: none"> ● District Academic Senate (DAS) update(s) ● Institutional Planning Committee (IPC) update(s) ● Board of Trustees (BOT) update(s) ● District Participatory Governance Council (DPGC) ● Program Review Flex Day Update ● "Waitlist Project" update ● Looking for Transfer Tribute faculty speaker <ul style="list-style-type: none"> ○ Theresa Martin has volunteered, though she has done it before, in case we can't find another candidate 			
2.2	<p>Curriculum Committee Chair Report (District Curriculum Committee was yesterday, Monday, 4/22. They voted on proposal for Area 7, and Jeramy Wallace shared the proposal (see the Senate Website for this proposal). The process is going to work as committee discussion on Thursday, 4/25, and then the reps will take to divisions for feedback, on May 9th the committee will formally vote, then AS will see it on May 14th for feedback. On May 20th the District committee will make a decision to keep working or they'll take the proposal. Only if there were vehement opposition would there be continued</p>	Jeramy Wallace	2	Information

	<p>work. Yesterday Canada had serious issues with the proposal, but perhaps they will come around and the proposal will be passed. Essentially the proposal structures Area 7 so that there will be a three unity area for Self-development & Kinesiology where a student must take at least one activity course as a part of the requirement, but other than that they can take any other course. Originally the proposal included 7A and 7B with a certain number of units from each, but the District Curriculum Committee wanted to put all the details in to one area and have only the one caveat of an activity choice for one unit. In theory a student could fulfil the requirement with three activity courses or just do the mandated one course with a couple of other courses to round out the three-unit requirement. Please share with your divisions and have discussions bringing back any recommendations to the Curriculum Committee via the meeting or your representative.)</p>			
2.3	<p>Distance Education Committee Chair Report (No meeting since last senate. Their last meeting of the year will be May 1.)</p>	Jennifer Howze-Owens	2	Information
2.4	<p>Committee on Teaching and Learning Chair Report (Monday, 4/22 was the last meeting. There was a long discussion on Institutional Learning Outcomes (ILOs) and it was a long discussion about the revisions that they are hoping to make including incorporation of some of the language from Area 7. They got about ½ way through the discussion. They hope to have a draft approved by the end of the semester to share with the Senate by Fall. The committee also completed their Great Read of Program Review with insights on PD. They are compiling the information to share with the committee itself and then a plan to share with the college as a whole at a Flex Day session to look for feedback from the entire campus. Proposals for August FLEX are due by May 10th.)</p>	Susan Khan	2	Information
2.5	<p>Student Representative Report (We currently do not have a student representative)</p>		2	Information
2.6	<p>Other Officer & Liaison Reports (Stephen Heath Treasurer will give an update later Yvette Butterworth Secretary Leo Cruz Jennifer Howze-Owens None)</p>	Stephen Heath, Yvette Butterworth, Leo Cruz & ASCCC Liaisons	2	Information
<p>3. Senate Business</p>				

No.	Item / Description	Presenter(s)	Time	Action?
3.1	<p>Academic Senate By-Laws Revisions: Article 5 Amendments Since Previous Meeting</p> <p>(The concerns were about concerns about transparency and the desire to have an election if requested by a member and Senate agrees. Todd Windisch read the adjusted language (see the By-Laws Revision document on the website). Mick Sherer, who previously had a concern, shared that he feels the new language is satisfactory. Beth LaRochelle said that she also believes it is sufficient in terms of the many Interim Deans currently at CSM. Makiko Ueda also wondered about the category that doesn't fall under any one division. Todd feels Makiko makes a good point. He feels like it isn't something that he wishes to revise in the moment, but proposes we approve this today and bring it back with more changes as introduced by Makiko later. Jennifer Howze-Owens asked about other changes; we approved all else in consent agenda, but we can bring anything back at anytime if we'd like to make more of a decision. Jennifer Howze-Owens clarified that we are just voting on Article 5. Todd Windisch said that we can move to approve or we can table them until May. Beth LaRochelle makes a proposal to approve what we have already changed in Article 5 and then come back to it in May for this new discussion. Clarifications were made about what was really being asked. Makiko Ueda then moved to approve the revisions to approve Article 5 as they stand now. Jennifer Howze-Owens 2nds the proposal. This is a roll call vote this meeting because we have Wendy Whyte on Zoom today, and this is required under Brown Act. Motion Susan Khan & 2nd Beth LaRochelle; Roll Call Approval: Susan Khan, yes (2), Beth LaRochelle, yes, Leighton Armitage, yes, Evan Kaiser, yes, Jennifer Howze-Owens, yes, Wendy Whyte, yes, Makiko Ueda, yes, Emily Cotla, yes, Leo Cruz, yes, Kimberly Salido, yes, Jeramy Wallace, abstains, Valeria Estrada, yes, passes with 12 and 1 abstention. Maikiko and Todd will work on the language for the portion that Makiko would like to add. Todd thanked Wendy Whyte and Daniel Keller who are working on the revision of the By-Laws with him.)</p>	Todd Windisch	15	Action

3.2	<p>Title IX Resolution</p> <p>(Salumeh Eslamieh , English Faculty Canada, and Rika Yonemura-Fabian, Sociology Faculty Skyline, are joining us again concerning the Title IX resolution. They are members of the AFT and their concerns led to meetings and a workgroup to gather information to create the draft resolution. They are soliciting feedback today and would like to come back at the end of May so they can bring their final resolution for support. There is more language than there was during their last visit concerning the different communities covered by Title IX. The representatives are bringing the resolution to all three college Academic Senates as well as some of the Classified and Student Senates to illicit feedback. Todd clarified what it means to be a resolution, so we understand the background of an issue, so that the stage is set for the problem to be resolved. The entire resolution for us (see the resolution on the website). This has already brought to Canada; Todd Windisch wanted to know if there was anything they asked to add so we don't waste time asking for the same thing. Canada asked that the administrators be added to the wording. The only people that are allowed to be publicly called out are the leadership who is the VPSS for each campus. Someone also brought up AB-243, which Salumeh didn't know much about and thus how relevant it was. The changes to Title IX under the new Presidential Administration. Todd said that the State Academic Senate is already approved a resolution showing support for AB-2407, so they are behind that aspect of this resolution. Makiko Udea had a concern about those that are exempt from being mandated reporters. Jeramy Wallace asked about the field trip language and Rika brought up the issues of the LGTBQ students in hotel rooms. Rika also discussed the form that students fill out for name change and it is not clear where that name is shared. Jeramy said it is more about the whereas. Wendy Whyte brought up name changes being handled by a student through official channels and not just here; Todd thought maybe information on the correct channels. Susan Khan brought up the Anti-Racism Council and how the District feels about this issue. A search of the District Anti-Racism Council didn't turn up any details as to how the Title IX issues would be addressed and a suggestion is that a subcommittee of the Council be formed. Jeramy believes that "the whereas" should include this information about the Anti-Racism Council. Todd says that the language that the maybe the language should say that the resolve be that the Academic Senate will do these things rather than involving the District; this is the pattern of resolutions he has seen at Plenary and his concern is that by involving District it potentially weakens the resolution since is our resolution and not the Districts. Beth LaRochelle wants to clarify if there was a typo in SMCCCD and if it is different than SMCCD; it was a typo. Beth wants to add include all instances of the people</p>	Salumeh Eslamieh & Rika Yonemura-Fabian	25	Discussion
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	<p>that the interactions are included; Evan Kaiser said changing involved as a word choice would improve the understanding. Todd wants to use a stronger mode of delivery than can, such as “should receive training” so that all are included. Todd also wonders how training would look and who actually needs the training, especially with respect to students. Title IX requirements are in CSUs says Emily Cotla and therefore it would be appropriate that we do to. Wendy Whyte wants there to be a statement that is short in the syllabus and a place that the student can go on the website instead. Todd said that the plan would be to put this on the consent agenda for the May 14th AS meeting.)</p>			
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3.3	<p>ASCCC Spring Plenary Report Out</p> <p>(Todd Windisch attended Spring Plenary Thursday, 4/18 through Saturday, 4/20 where there were workshops, speakers, networking, and voting. Some of the resolutions were ASCCC website Spring Plenary website at bottom is Spring Resolution, then you can go to the different packets. Resolutions are amended right through voting. 99% passed. One or two stood out. Beth LaRochelle wanted to know if there were surprises when Todd went. Todd said that there were surprises. Skyline and Canada have been having some discussions around academic freedom and Palestine, and they were being brought up on Thursday as people were coming into the Plenary, and by Friday there were two resolutions that were brought into the Plenary at that time. Many resolutions were asking for updating AS guiding documents. Degree and certificate requirements were on the docket and there was nothing too surprising there and they passed. Dual enrollment grading options was brought up and it was passed that they were allowed to have Pass and No Pass as well. Minimum qualification were brought up; this is a full year process beginning in February where the Fall Plenary has the recommendations and then it is discussed and voted upon during the next year. Our CSM Nursing Faculty brought forth a min qual and it passed unanimously. There was also a Film and Art change. The most controversial new discipline for min quals was AI (p. 27). The computer science faculty here were opposed the AI including Cognitive Sciences, Todd debated this for CSM faculty, but it was ultimately passed as it stood. Even though it passed, our faculty would still have purview in the creation of courses here at CSM. The most controversial and the only one that failed (p. 39 for reference in the document) was a resolution on Academic Freedom. There were two on academic freedom and the more “vanilla” resolution passed (p. 26 for reference in the document to read on your own) passed. The last resolution voted on for the day didn’t pass, and the debate went on for 20 minutes. It asked ASCCC to oppose the bill SB-1287 and any other legislation that seeks to chill free speech and academic freedom on college campuses. An amendment was proposed with language replacing genocide which was approved, but the resolution failed. The lobbyist for the community colleges suggested the State Senate doesn’t put this resolution forth because the Senate is already in discussions with the author of the bill and any negative interactions could effect the Senate’s relationship with this person. The person has power over bills and funds that could come back to negatively effect the community college system, which is why the lobbyist suggest that the resolution not be passed. Beth LaRochelle feels that it is important not to feel it is necessary to write something for every conflict that occurs in the world, but instead just</p>	Todd Windisch	15	Information
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	covers the freedom. Todd said that a nursing baccalaureate program was also discussed and since our district might be in the running for such a program that was of interest. He reminds us that there is a lot in the document and that we should read through it and join him at future Plenary meetings if we desire to become more involved.)			
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3.4	<p>Academic Senate Budget Update: (We have already talked about how we have spent money this year. We started \$8228.69 and we have only spend money on the 4 scholarships for \$1250 (we already had \$750), so we currently have \$6978.69. We have no obligations for our existing funds. Generally, we get \$1000 in dues per year is the estimate. Stephen can share the actual amount in the next meeting, but this is what he believes the amount to be. Dues aren't required, but they can be requested from the faculty. Todd took the application for Senate dues off the website since we don't have a plan to use the funds.</p> <p>Our discussion today is about what we'd do with the money if we had more dues. Daniel Keller suggested that we give more money to scholarships and request dues with an eye to giving out more scholarships. Jennifer Howze-Owens would like to have more scholarships as it was difficult to narrow the choices down to just 8 students. Jeramy Wallace agreed. Todd Windisch brought up that Skyline does a lottery for regalia for graduation. Valeria Estrada said that we could also support something for faculty like a speaker or any professional development. Wendy Whyte said maybe a tablet or device scholarship for students that have issues with technology. Jeramy feels that we shouldn't be pay for something that the college should be paying for like the loner computers. Jeramy also suggested a larger library of books on professional development. This spurred a discussion about the move of the Senate meetings to Building 19. Jennifer suggested a fundraising push in November to fund scholarships. Jennifer would also like to have a Senate activity to bring people together from across campus to build community. Todd wants to know what the thoughts are for the community building and some people thought that an end of year celebration would be nice. Ideas of celebrations of tenure and new faculty would be nice; Susan Khan seconded this idea as the new faculty would like to meet more people. The sense of community seems to be on the decline and Beth and Susan both said that this is an issue. Conversation to be continued. We will pick up the dues discussion in Fall again.)</p> <ul style="list-style-type: none"> ● Annual budget review ● Potential vote on spending for Transfer Tribute event ● Discussion around use of funds for 24-25 	Stephen Heath	30	Information/ Discussion/ Action
4. Closing Procedures				

No.	Item / Description	Presenter(s)	Time	Action?
4.1	<p>Final Announcements (We have one more meeting on May 14th clarified by Jennifer. Senate members can't be called on during the summer to vote or make decisions, so the By-Laws state that the Exec team can act on behalf of Senate when it is necessary to make decisions. So, if there are any concerns that come up over summer or if there is action that needs to be taken, Todd Windisch can be emailed about questions and concerns and the Exec team can act if needed. Next meeting Todd will take a poll on who is staying and going and he'd like a transition and not have vacancies at the beginning of Fall; he asks that you talk with people in your division and encourage others to join Senate if you are leaving.) <i>President or facilitator elicits final announcements about upcoming deadlines, events, scheduling changes, etc.</i></p>	President / Facilitator	1	Information
4.2	Adjourn (4:33 pm)	President / Facilitator	1	Procedure