

Academic Senate of College of San Mateo



Tuesday, April 9, 2024
3:10pm - 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
Immediate Past President	Arielle Smith

Standing Senate Committee Chairs	
Curriculum Committee	Jeremy Wallace
Distance Education Committee	Jennifer Howze-Owens
Committee on Teaching & Learning	Susan Khan

Division & Student Representatives	
Student Representative	
Academic Support & Learning Technologies / Library	Valeria Estrada (sick)
Academic Support & Learning Technologies / Library	Susan Khan
Business/Technology	Hellen Pacheco
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
Math/Science	Wendy Whyte
Math/Science	Beth LaRochelle
Counseling	Leo Cruz
Counseling	Emily Cotla

Enrollment Services and Support Programs	Makiko Ueda
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1. Opening Procedures				
No.	Item / Description	Presenter(s)	Time	Action?
1.1	<p>Call to Order (3:20)</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 (Leighton Armitage Motion & Kim Salido 2nd to accept the changes to the consent agenda as posted to the website and contain in the packet. 13 Approved. 0 Nay. 0 Abstained. Approved changes to the agenda.)</p>	President / Facilitator	1	Action
1.4	<p>Adoption of Consent Agenda (There were minutes added from 2/27 and 3/12 and faculty appointments to hiring committees for the Instructional Specialist. All information is current in the handouts and on the website. Jennifer Howze-Owens motions & Beth LaRocehlle 2nd to approve the consent agenda. 14 Approved. 0 Nay. 0 Abstained.)</p> <p>A little feedback on the Resolution regarding Academic Standing from Todd Windisch via Alicia Frango. This has passed at the ESC, but is receiving pushback from the VP Council. Specifically heard that it won't be passed by the VP Council. The resolution should be moving up to the district level and DAS will be approving, meaning more momentum will be behind the resolution.)</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"> ● Draft Minutes from 2.27.24 for Approval ● Draft Minutes from 3.12.24 for Approval ● Resolution on Terminology Changes Regarding Academic Standing 	President / Facilitator	5	Action

	<ul style="list-style-type: none"> ● Approval of faculty appointment(s) to... <ul style="list-style-type: none"> ○ Hiring committees ○ Other Campus Committees 			
1.5	<p>Public Comment (Jeremy Wallace says that BOT was looking at Board Policies last week and was to discuss taking away Academic Senate Curriculum Committee’s rights for developing processes for curriculum and moving it to the Chancellor. David Eck has done research to find whether this type of policy exists at other colleges since the District seems to be indicating that the reason for the move is that our policy is not in alignment with other colleges. However, David did not find support for the District’s claim. After multiple harassment complaints against members of the district leadership, and the BOT undermining the hiring process of the Chancellor, on March 6th they approved Skyline’s acting president, Newin Orante, for another year. This appointment was made before the Chancellor’s first interviews were given, and there are some strange things happening in terms of time lines since if Melissa Moreno doesn’t get the Chancellor’s position, there wouldn’t be a reason to have an acting president since she would return to her role as Skyline’s President. Jeremy feels that we need to begin thinking about a vote of No Confidence on the BOT and the Chancelor. Todd clarified that there is no discussion during Public Comments, but we can add things to the agenda. Jeremy is concerned since curriculum is number one on the ten plus one and is a valuable part of our job and our purview; if we lose the power to develop our curriculum processes then we have lost the college to administration. Todd reminded us that if we would like to have a further discussion around this topic, then any member of the Senate can ask that it be added 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 (Nothing from DAS since there hasn’t been a meeting since our last CSM Senate meeting.</p>	Todd Windisch & Daniel Keller	10	Information

IPC has started the great read. Jeramy Wallace, Guillermo Cockrum, and Susan Khan are participating as well. They hope to have all program reviews read by at least two members by the next meeting on May first. After the May meeting IPC will collect the feedback and send the information back to the programs so hopefully by the end of the semester people will get the feedback for their program reviews that will help us move forward. Another thing that came up in IPC is that they have approved the measurable indicator metrics which help them to measure whether they are meeting their goals. It became clear that the college doesn't have clear goals at the moment either, which made it difficult to develop the metric. The lack of college goals is potentially due to our change in leadership. For anyone curious about the IPC goals they are posted on the IPC website in the agenda and Todd Windisch can also provide you with a copy.

BOT updates started with Jeramy's public comment. During Spring Break we were supposed to hear about the Chancellor, but we didn't. There is a special meeting on Friday, April 12 and we will probably hear about the Chancellor then.

DPGC met yesterday, Monday, April 8. They are still working on a couple of work polices that Todd Windisch brought to us in our last Senate meeting. He will email those so that any feedback can be given, since they are eliciting feedback at this time. They are putting off voting on the Board Policies on class cancelation, and class caps until the administrative procedure has been finalized. It was agreed that they can't approve a policy that has an procedure attached to it, so the approval is on hold. There are two others that need approval as well. These need alignment across the district as they relate to the preparation from AB-1111.

The Scholarship Committee consisting of Todd Windisch, Beth LaRoche, Jennifer Howze-Owens, Emily Cotla, met and reviewed around 120 applications and will meet after this meeting to make final selections to meet the deadline tomorrow, Wednesday, April 10th deadline. They will probably award about \$2000 in scholarships. The awards will be 4 for community service, 4 for academic support. Thanks to Stephen Heath, our treasurer, for his help and making sure that the funds are transferred to the scholarship fund.

ASCCC has posted the resolutions for Plenary. Todd has sent out emails to faculty who are directly impacted. You can read the resolutions on the website, so you can read them for

	<p>yourself. The things to think about when reading the resolutions is whether you'd like to see any changes or amendments to resolutions and how you would like Todd to vote on the resolution. Todd Windisch can vote on things for you (the faculty). Also, if you have ideas for new resolutions, those can be taken to Plenary as well. The Plenary is April 18-20 and voting is on April 20th. Todd would like the feedback by the 18th, but at latest 20th as that is the day they vote. The link for the resolutions is on the agenda today.)</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) ● Scholarship Committee Update ● ASCCC: <ul style="list-style-type: none"> ○ Resolutions ○ Spring Plenary, April 18-20 in San Jose 			
2.2	<p>Curriculum Committee Chair Report (The committee is finishing course and curriculum modifications, but they are very minor ones. During the next few weeks discussion will center around what will be done with Area 7, that is the Self-Development section. They will be proposing to combine with Physical Ed, making it a self-development and kinesiology area. Proposed Area 7 is to be discuss on Thursday, April 11 to get it finished by end of semester since there is a lot to do for the new Title V requirements.)</p>	Jeremy Wallace	2	Information
2.3	<p>Distance Education Committee Chair Report (Met last week and the only topic is they haven't forgotten about Carla Grandy's request about the Faculty Handbook and they will be taking a look and making recommendations to the Vice President of Instruction.)</p>	Jennifer Howze-Owens	2	Information
2.4	<p>Committee on Teaching and Learning Chair Report (Met on March 18th and they had a long discuss on Institutional Learning Outcomes (ILOs) to identify some possible areas to really take a deep dive into during their next meeting and Susan will share more next time. They are deep into the Great Read. The Flex Day sessions are posted and they ask that everyone RSVP to the session that you can attend. Any questions on the sessions for Flex Day should be directed at Susan Khan. They do have an information session and a working session about the Great Read so you can join in on those sessions. Guillermo Cockrum would like to add that the ILOs in the College Mission Statement they were adopted in 2017 and if you see anything missing, please let the CTL committee know so it can be</p>	Susan Khan	2	Information

	discussed.)			
2.5	Student Representative Report (We are still lacking a representative. Todd Windisch asked if there was any input. Jennifer Howze-Owens is working on the Student Life Leadership Awards, alongside Gil Perez and Alex Guiriba and some other faculty to make decisions. The final announcement should come soon and they will have a ceremony either the last Wednesday or Thursday of April like they did last year.)		2	Information

2.6	<p>Other Officer & Liaison Reports (Stephen let us know that we just transferred \$1250 to the scholarship fund to round out the \$2000 we will be awarding since there was already \$750 in the fund from the Senate.)</p> <p>Dual Enrollment updates: Leo said that there was a lot of input to get the evaluations done this Spring, but it wasn't possible, and now they will be using the Spring to inform the partner teachers of the process and then it will happen in the Fall. Beth LaRochelle wanted to know if there is a way to meet with the partner teachers on the Professional Development days so that the teachers could all get together during a time when there is already a requirement for the partner teachers to already be in a place. Leo appreciated the input, and he'll take the feedback back to see if it can assist the group in making very different schedules align in a manner that will create harmony among all groups.</p> <p>Beth LaRochelle wanted to add that Alex Kramer is stepping away from CTE and going to Skyline. Beth and Christy will be running the meetings through the end of the semester and make due with the absence of Alex. Perkins Fund applications were due on Friday, April 5 and the team will get together to review those soon until Andre returns.</p> <p>Considering the email from Tika James, Jennifer Howze-Owens wanted to know that the ZTC/OER group would like to send a separate email from the weekly email so that everyone can see the updates. Todd Windisch said that would be fine to send separate emails. Beth LaRochelle wants to know why PD funds are gone. It seems that there is a combination of more people asking for funds as well as higher cost. Jennifer said that Tika's email is not related to her funds directly relate to ZTC and OER, but her funds might also provide additional funding for some faculty. Makiko Ueda thought maybe a lot of long-term applications in the Fall may have used the funds more rapidly than usual even with the bank of funds existing after COVID. Todd said that the funding formula hasn't changed and with the big initiative in the Fall, there may have been less left in the Spring. Teeka who is in charge will be coming in May to share out.)</p>	Stephen Heath, Yvette Butterworth, Leo Cruz & ASCCC Liaisons	2	Information
3. Senate Business				
No.	Item / Description	Presenter(s)	Time	Action?

3.1	<p>Input on 27-28 Academic Calendar (Context: The Academic Calendar committee at the district level is far out, and DAS is the group that approves it. The DAS didn't approve the 27-28 calendar because the committee doesn't seem to be taking the feedback from DAS to heart. Susan Khan who has more information because she is on the committee will share more. Todd Windisch said that the reason that DAS sent it back due to resistance of a compressed calendar, too few of Mondays in the calendar, and the mandatory Flex Day being midsemester verses the College day at the beginning of the semester. Susan said that the mandator Flex Day change the from College Day would be better for faculty since faculty are preparing for classes and classified staff are serving students on those first days of the semester. Susan has concerns about that mandatory 1st day not being mandatory since she is the coordinator and she feels that the campus isn't coming together if there isn't a mandatory day to come together at the beginning. They aren't clear who has the authority to make such a decision. Jeramy asked about the mandatory 1st day, but it isn't a particular day. Todd said, it is about the amount of hours. Todd said that DAS also discussed the change for one at the beginning, middle, and end of the semester. Wendy Whyte feels that loosing the first semester mandatory meeting would not be a loss since people are trying to get up and running and then moving that to the middle when everyone is stable and running would be a benefit. Todd said that there are 3 days mandated so that with 5 hours worth of meetings the faculty can get the 15 hours required in their contracts for PD, which Beth LaRochelle reminded us is written in the memorandum. Jeramy Wallace said that Flex Day isn't a day to hide in the office, but we should be out interacting with the remainder of the college and not hiding in our offices prepping. Beth LaRochelle shared that the PD at the beginning is valuable and gets us ready to start and be excited for our students. Hellen Pacheco shared that Flex Days were extremely important for a new faculty member in 2021 because it gave her an idea. Susan Khan is worried if the day isn't mandatory then people might not show up. Guillermo Cockrum wants to know if all 3 colleges have different calendars. Todd Windisch clarified that all three colleges are all the same, but Skyline is proposing these so we can talk about these changes as a district. Steven Heath wants to know about condensed calendar issues. Todd Windisch said that it was brought forth, but there was no motion forward and it just was dropped. Arielle Smith and David Eck were on the committee. Yvette Butterworth shared experience about the 16 vs 18 weeks. Makiko Ueda added the information about the counseling and student services side and how hard it is to add hours to service students in less time (weeks). Steven Heath added that it doesn't seem headaches of scheduling should be a reason to not move forward with a 16-week calendar. Wendy Whyte sees it from the point of view from</p>	Susan Khan & Todd Windisch	15	Discussion
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<p>the students and having less time to learn may not be as good for the students. Leo Cruz is curious about what would happen with the service days and is that one of the reasons we'd decide against the condensed schedule. Mick Sherer says that the calendar length is a bigger deal to be discussed here, but the other considerations about this calendar are more important like having two weeks of PD and sixteen weeks of instruction. Jeramy Wallace said from a curricular consideration is now based on a range of hours, and if we compressed calendar to address the lesser time in the classroom. Todd will invite Arielle Smith and David Eck to discuss further the condensed schedule. Susan Khan isn't hearing a good reason to move the mandatory Flex Day to the middle of the semester. Consensus is that agreement isn't forthcoming from this group for support of the move to a compressed calendar. Susan said that the committee isn't really a decision-making body; she doesn't feel that there is a lot of process for making these big decisions. There is confusion about who is on the committee and formal bylaws and process for this committee.</p> <p>Informal poll for move of mandatory from beginning to the middle. Favor: 0. Maintain: 12 Abstain: 2.</p> <p>Anymore thoughts on this. Todd will invite the Compressed Calendar Committee.)</p>			
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3.2	<p>By-Laws Review Part 3 (There is now a finalized and complete By-Laws revision thanks to Wendy Whyte and Daniel Keller. The website shows the complete set of revisions, and it is easier to see there since it is in color (agendas and minutes page please find these revisions) Todd would like everyone to review all changes in the before our next meeting so we can take action at that time since we don't have time in today's meetings. The revisions weren't on the website at the time, but Todd planned to change it there after the meeting. Jennifer clarified that this is the updated DEAC by-laws submitted in the Fall; Todd verified.</p> <p>Release time hasn't been in the By-Laws and now is.</p> <p>Terms of service were changed from the last meeting to the first meeting in the Fall, though officers will start in the summer. Previously it was stated to start in the last academic day of the year, so they'd start in the summer. Mick Sherer clarified about summer voting, and the officers can vote over the summer so that the Senators wouldn't have to be called upon in the summer.</p> <p>Previously elections were stated as the norm, so that was changed to policy we currently uphold that division can vote or not, it is up to a division. Mick Sherer wanted to know what would happen if there were a division that didn't want to have a vote, but a single person felt that a vote was necessary; would there be some way for the Senate to weigh in on this situation? Todd said that a contingency plan could be put in place. Beth LaRoche wants transparency. Biz tech is the only current voting and they do publicly publish their votes. Kim Salido was asked if the votes are made public in her division and she indicated that they are public.</p> <p>Change in officers is to remove the Past President position in the officers and that person can be a mentor, but not an officer. Todd says the current past president doesn't come to meetings but is available for any questions that may arise.</p> <p>Duties for the officers were more detailed in this By-Laws revision so they are more clear Proposal of Program Review Committee and make the VP in charge of it. The release time was also spelled out since it had been in an email before this time. Todd also tried to detail the duties of each of the officers.</p>	Todd Windisch	30	Action
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	<p>Todd is proposing to add a Program Review Committee that will be headed by the Vice President. This committee will facilitate the reading of program reviews and the Program Improvement and Viability (PIV) process. President, VP, and Curriculum Committee Chair would be a part of this committee which would meet at least once per semester to make sure program review is happening and to solicit any programs that need to go through PIV, forming work groups to facilitate the PIV process. PIV would be in the Curriculum handbook. Jennifer Howze-Owens asked about Natalie Alizaga from PRIE's role here and if the PRIE roll could be included in the committee. Susan Khan wanted to know if Program Review is actually belonged under Senate purview; Todd clarified that it is because it is part of 10+1. Beth LaRoche appreciates the work put into the by-laws and the specifics about the duties when becoming a member of a given committee.</p> <p>Article 8 which was largely Wendy Whyte's work. The bottom shows what was there and that there is no crossed out information since it is new. The new version gives explanation to all the procedures which Beth LaRoche feels that it is really important because everyone should know what Senate does and how it gets done. Another change is not requiring <u>all</u> Senate committees to follow Brown-Act and Robert's Rules as the District has said that not all Senate committees need to be subject to the Brown Act. Curriculum Committee will still be subject to Brown Act.</p> <p>Todd had one more change to add. Reading the by-laws, it was stated that the Faculty Evaluation Committee was not a sub-committee of Senate and Todd Windisch is proposing that we make a change and make it a subcommittee of Senate. By doing so the Senate will have a little more purview over the Faculty Evaluation Committee.</p> <p>Todd will post a more readable version on the website and asks everyone to read them and come prepared for voting next time. If you have suggestions, they should be sent to Todd before the next meeting. Next time we will discuss and vote on changes.)</p>			
<p>4. Closing Procedures</p>				
<p>No.</p>	<p>Item / Description</p>	<p>Presenter(s)</p>	<p>Time</p>	<p>Action?</p>

4.1	Final Announcements <i>President or facilitator elicits final announcements about upcoming deadlines, events, scheduling changes, etc.</i>	President / Faciliator	1	Information
4.2	Adjourn (4:31)	President / Facilitator	1	Procedure