

Academic Senate of College of San Mateo



Tuesday, August 27, 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

<i>Officers</i>	
President	Todd Windisch
Vice President	Daniel Keller
Secretary	Yvette Butterworth
Treasurer	Stephen Heath

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

<i>Division & Student Representatives</i>	
Student Representative	Anthony Pena Vasquez
Academic Support & Learning Technologies / Library	Matt Montgomery
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	Magnolia De Vera
Kinesiology/Athletics/Dance	Kajari Burns
Kinesiology/Athletics/Dance	Sarah Artha Negara
Language Arts	Mick Sherer
Language Arts	Robbie Baden
Math/Science	Wendy Whyte
Math/Science	Beth LaRochelle
Counseling	Emily Cotla
Counseling	Brandon Williams
Enrollment Services and Support Programs	Makiko Ueda

1. Opening Procedures				
No.	Item / Description	Presenter(s)	Time	Action?
1.1	<p>Call to Order</p> <p><i>Senate meetings shall require a quorum of the membership to vote on action items. A quorum for a meeting of the Senate and all Senate committees shall consist of 50% plus 1 of the committee's voting faculty members.</i></p>	President / Facilitator	2	Procedure
1.2	<p>Roll/Introductions</p> <ul style="list-style-type: none"> ● Icebreaker activity 	Secretary	10	Procedure
1.3	Adoption of Today's Agenda	President / Facilitator	3	Action
1.4	<p>Adoption of Consent Agenda</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) ● Draft minutes from previous meeting(s)... <ul style="list-style-type: none"> ○ April 9, 2024 ○ April 23, 2024 	President / Facilitator	5	Action
1.5	<p>Public Comment</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> <ul style="list-style-type: none"> ● District Academic Senate (first meeting Sep 9) ● Institutional Planning Committee (first meeting Sep 2) ● Board of Trustees ● District Participatory Governance Council (DPGC) ● Possibly moving future meetings to Center for Integrated Professional Learning (CIPL) in Building 19 ● Meeting between College President, AS President, and Treasurer to establish Senate budgets September 5 ● Adding "Senate Appointments" page to the Academic Senate website for transparency, clarity, and leadership transitions ● AS collaborating with Faculty PD Committee for "Sabbatical Showcase" for October Flex Day ● ASCCC Fall Plenary registration open ● Calls for Participation: <ul style="list-style-type: none"> ○ Permanent VPSS Hiring Committee ○ Institutional Planning Committee (1 faculty member appointed by Senate) ○ Program Review Committee (any interested faculty appointed by Senate) ○ CSM at District Academic Senate (1 senator appointed by Senate) <ul style="list-style-type: none"> ■ Second Mondays, 2:15pm - 4:30pm 	Todd Windisch & Daniel Keller	10	Information
2.2	Curriculum Committee Chair Report	Jeremy Wallace	3	Information
2.3	Distance Education Committee Chair Report	Jennifer Howze-Owens	3	Information
2.4	Committee on Teaching and Learning Chair Report	Susan Khan	3	Information

2.5	Student Representative Report	Lianna Lim	3	Information
2.6	Other Officer & Liaison Reports <ul style="list-style-type: none"> ● CSM Faculty Dual Enrollment Liaison: Leo Cruz ● ASCCC CTE Liaisons: Christy Baird & Beth LaRochelle ● ASCCC OER Liaison: Jennifer Howze-Owens ● ASCCC Rising Scholars Faculty Liaison: Daniel Keller ● ASCCC Legislative & Advocacy Liason: Vacant ● ASCCC IDEAA Liaison: Vacant ● ASCCC Part-time Faculty Liaison: Vacant 	Treasurer, Secretary & Faculty Liaisons	5	Information
3. Senate Business				
No.	Item / Description	Presenter(s)	Time	Action?
2.1	Revisions/Additions to Syllabus Statements in Faculty Handbook <ul style="list-style-type: none"> ● Returning for action at the September 10 meeting ● Senate agreed last academic year to recommend the following language be included in syllabi without taking action to officially add the language in the Faculty Handbook ● Statement on Equity (revision) <ul style="list-style-type: none"> ○ <u>Current Language</u> <i>The faculty at College of San Mateo affirm that students are entitled to an equitable learning environment that celebrates their voice, fosters their agency, and develops their capacity for self-advocacy, and that is free of unfair practices.</i> <p><i>If you feel you are in an environment that is not conducive to your learning or you want to learn more about educational equity, visit www.collegeofsanmateo.edu/equity.</i></p> 	Todd Windisch	10	Discussion

	<ul style="list-style-type: none"> ● <u>Revised Language</u> <i>The faculty at College of San Mateo affirm that students are entitled to an equitable learning environment that celebrates their voice, fosters their agency, and develops their capacity for self-advocacy, and that is free of unfair practices.</i> <i>If you feel you are in an environment that is not conducive to your learning or you want to learn more about educational equity, visit www.collegeofsanmateo.edu/equity. Additionally, if you would like to discuss any issues, the Office of the Ombuds is available as an impartial and confidential resource. You may visit https://collegeofsanmateo.edu/ombuds/ for more information.</i> ● Title IX Statement (addition) <ul style="list-style-type: none"> ○ <i>SMCCCD is committed to maintaining a safe and caring college environment at Cañada College, College of San Mateo, and Skyline College and we do not tolerate sexual harassment or sexual misconduct, including (but not limited to) sexual assault, sexual coercion, dating violence, domestic violence, stalking, cyber-stalking, retaliation, isolation, and other forms of discrimination based on gender and hate crimes based on gender. SMCCCD has established policies and procedures regarding Sexual Misconduct, Harassment, and Assault based on Title IX and SB 493. If you have experienced or would like to report sexual harassment/misconduct, please visit http://smccd.edu/titleix/. In the event of an emergency, please call 911.</i> <i>Please be advised that under Senate Bill 493, all staff and faculty members are considered mandatory reporters of incidents or concerns involving Gender-based discrimination, harassment, and sexual misconduct.</i> 			
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2.2	<p>Review Ongoing Projects from 24-25 Semester</p> <ul style="list-style-type: none"> ● Todd Windisch: Title IX Resolution <ul style="list-style-type: none"> ○ Form work group to take action on “Resolves” ● Mick Sherer: common syllabus repository ● Mick Sherer: full-time hiring interview modalities <ul style="list-style-type: none"> ○ Form work group to draft resolution? ● Yvette Butterworth: AB1705 / curriculum development 	Todd Windisch Mick Sherer Yvette Butterworth	20	Discussion / Action
2.3	Review Senate Goals Developed by Faculty at Flex Day Session (8/13): Refine, Prioritize, and Develop Action Plan	Todd Windisch	20	Discussion
2.4	<p>Important Information for New Senators RE: Senate’s purview & procedures</p> <ul style="list-style-type: none"> ● Review 10+1 ● Review CSM Senate By-Laws & Academic Senate website ● Brown Act and required participation in Senate ● Review Senate procedures (Robert’s Rules of Order, Revised) ● Establish communication plan for each division 	Todd Windisch	20	Information
4. Closing Procedures				
No.	Item / Description	Presenter(s)	Time	Action?
4.1	<p>Final Announcements</p> <p><i>President or facilitator elicits final announcements about upcoming deadlines, events, scheduling changes, etc.</i></p>	President / Facilitator	1	Information
4.2	Adjourn	President / Facilitator	N/A	Procedure