

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

Officers	
President	Todd Windisch
Vice President	Daniel Keller
Secretary	Yvette Butterworth
Treasurer	Stephen Heath (3:05)

Standing Senate Committee Chairs	
Curriculum Committee	Jeremy Wallace
Distance Education Committee	Jennifer Howze-Owens
Committee on Teaching & Learning	Susan Khan (Out 4:23)

Division & Student Representatives	
Student Representative	Anthony Pena Vasquez (absent)
Academic Support & Learning Technologies / Library	Matt Montgomery
Academic Support & Learning Technologies / Library	Wesley Hingano
Business/Technology	Hellen Pacheco (Zoom Just Cause)
Business/Technology	Kimberly Salido (3:30)
Creative Arts/Social Science	Leighton Armitage
Creative Arts/Social Science	Magnolia (Maggie) De Vera (2:45ish)
Kinesiology/Athletics/Dance	Kajari Burns (4:13 out)
Kinesiology/Athletics/Dance	Sarah Artha Negara
Language Arts	Mick Sherer (4:13 out)
Language Arts	Robbie Baden (4:13 out)
Math/Science	Wendy Whyte
Math/Science	Beth LaRochelle (2:45ish)
Counseling	Emily Cotla
Counseling	Brandon Williams
Enrollment Services and Support Programs	Makiko Ueda (4:16 out)

1. Opening Procedures				
No.	Item / Description	Presenter(s)	Time	Action?
1.1	<p>Call to Order (Quorum was achieved with 10 voting members at 2:32 and the meeting was called 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 (Normally short, but this time we are all going to introduce ourselves for this first meeting. We have full representation this year, so we have a lot of new faces. Welcome everyone. Introductions were made with name and position on campus.)</p> <ul style="list-style-type: none"> Icebreaker activity 	Secretary	10	Procedure
1.3	<p>Adoption of Today's Agenda (Motion Beth LaRochelle & 2nd Leighton Armitage. Roll Call Vote: Jeremy Wallace, Jennifer Howze-Owens, Susan Khan, Anthony Pena Vasquez, Matt Montgomery, Hellen Pacheco, Wesley Hingano, Kimberly Salido, Leighton Armitage, Magnolia DeVera, Kajari Burns, Sarah Aratha Negara, Mick Sherer, Robbie Baden, Wendy Whyte, Beth LaRochelle, Emily Cotla, Brandon Williams, Makiko Ueda. Unanimous with those present. Those not present have strike through.)</p>	President / Facilitator	3	Action
1.4	<p>Adoption of Consent Agenda (Makiko Ueda had a question about the Personal Counselor hiring committee and would like to have some time to discuss, thus Todd Windisch will pull that from the consent agenda.)</p> <p>Jennifer Howze-Owen wondered about her absence from the ASLT hiring committee and Todd Windisch clarified that both Jennifer and Susan Khan will be included on the next round of approvals.</p> <p>Todd Windisch asked if there were any other questions about the consent agenda that need to be discussed. Mick Sherer brought up the point of how the Consent Agenda works for those who are new to Senate. Remember that if there is anything that we would like to further discuss, an individual can ask to have it removed for a separate discussion.</p>	President / Facilitator	5	Action

Todd Windisch wanted everyone to know that he reviewed all the committees and compared them to contract, but he could have missed something and wanted to let everyone know that he is not infallible, so if there are questions or discussion points Senators should feel free to ask. Todd does want to highlight Business Officer hiring committee that he forwarded three faculty members (Beth LaRochelle, Philip Tran, and Sujata Verma) from the hiring manager, Gerardo Ramirez. It was then decided that the committee would be too large, so he would like to bring it down to two faculty members. Todd Windisch recommends we approve all three faculty members and leave it up to the committee to decide who to pull to reduce the number of members.

Jeremy Wallace wants to know about the year 5 tenure committee for the Skyline committee. Todd Windisch let us know that specific information is not available because it is a personnel issue as to why it is a fifth year and why Skyline is asking for representation from CSM. There was a request for more information, but it wasn't available even though Todd did ask for more information. All we know is that Skyline is asking for representation from CSM, Canada, and Skyline for a fifth year hiring committee and since Alicia has agreed to it he put it on consent.

Sarah Arath Negara clarified that she thought she had seen something about Flex Days all being at the beginning of the semester. Todd clarified that was not on this consent agenda, though it is something that we will be talking about in an upcoming meeting with respect to compressed calendars.

Motion Beth LaRochelle & 2nd Susan Khan for approval without the full time Personal Counselor hiring committee. Roll Call: Jeremy Wallace, Jennifer Howze-Owens, Susan Khan, Anthony Pena Vasquez, Matt Montgomery, Hellen Pacheco, Wesley Hingano, Kimberly Salido, Leighton Armitage, Magnolia DeVera, Kajari Burns, Sarah Aratha Negara, Mick Sherer, Robbie Baden, Wendy Whyte, Beth LaRochelle, Emily Cotla, Brandon Williams, Makiko Ueda. Approved by all present.

Since the Personal Counselor Hiring Committee was pulled from the Consent Agenda at Makiko Ueda's request she was asked to share her thoughts. She brought up the fact that after coming back from the summer she was removed from the hiring committee and she doesn't agree with the reasoning. There are only two full-time Gil Perez and herself and

she feels like both should be included since there are only two on campus. Makiko Ueda is encouraging the Senate to deny approval for the committee so we can get further clarification and potentially add her back on the committee. Todd opened the floor for discussion and comment. Beth LaRoche feels that the program would benefit from Makiko Ueda because she has been here so long. Maggie De Vera feels that Gil Perez, although fairly new, should also be on the committee since he is the only other full-time counselor. Clarification was made that Maggie is speaking for Gil in his desire to be a part of the committee as well. Mick Sherer clarified that if we vote no on this committee, if the committee could be formed anyway. Todd doesn't believe that it could since we have been re-approving committees after they have gone out for research. Clarification was made with Jeramy Wallace. Todd clarified that the need for reapproval will slow down the time line. Todd requested any further discussion. Mick Sherer wanted to know if we would vote for follow-up action in our vote to send this back for changes to the committee. Todd said that the normal procedure is that we vote to send it back to the dean for changes with our reasoning why we didn't approve and the dean will need to send it back to us after consideration and/or changes for re-approval. Jennifer also asked about the removal of Patrice Reed-Fort and Makiko said that it is because she is too busy. The dean, David Crafts, wanted to add some context. He indicated that because this hiring process was unsuccessful last Spring, one of the reason that the committee was changed is because this is a second attempt and they wanted to change it up. The dean removed himself, Patrice, as well as Makiko. This removal of Makiko was part of the restructuring. Only two people Emily, the director, and Gil, the content expert, were kept on the new committee. They added three new people, including Kevin in the restructuring. Makiko was simply removed as a part of restructuring. The dean wanted to assure everyone that the restructuring was important to make sure that the hiring of one more personal counselor, an expansion of their staff by 33%, is successful this time. Emily, the director couldn't be there to speak for herself, but Makiko said that Emily said that her removal also had to do with supervision of interns and coverage of the clinic. Makiko doesn't feel that there needs to be constant coverage of the clinic to manage the interns; for instance she called out that she isn't in the clinic to supervise right now. Todd asks to vote for motion or motion to extend due to time constraints.

Motion Jeramy Wallace & 2nd Maggie De Vera for approval of the Personal Counselor hiring committee. Roll Call: Jeremy Wallace no, Jennifer Howze-Owens no, Susan Khan no, Anthony Pena Vasquez, Matt Montgomery, Hellen Pacheco no, Wesley Hingano,

	<p>Kimberly Salido, Leighton Armitage no, Magnolia DeVerano , Kajari Burns no, Sarah Aratha Negara no, Mick Sherer no, Robbie Baden no, Wendy Whyte no, Beth LaRochelle no, Emily Cotla no, Brandon Williams no, Makiko Ueda no. All present asked for a restructure of the committee; a no vote on approval of the Personal Counselor hiring committee.)</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 			
1.5	<p>Public Comment (Beth LaRochelle, as an AFT representative, let us know that the raise for full-time faculty and the 5% pay increase for adjunct faculty’s special rate should have been in the paychecks this week, but they will not be. There is no reason why it shouldn’t be and should be remedied within 5 days, but there is more to come.</p> <p>Maggie De Vera wanted to let us know that she is also involved in AFT as a adjunct that she will be organizing a gathering in the next few weeks for anyone interested in being a part of the a strong community to support faculty. This announcement reminded Todd Windisch that he wanted to remind anyone who’d like to get information such as this out to the college community that they can email him for inclusion in his weekly faculty newsletter. He also reminded Senate that if there is something urgent he can send out direct messages outside the weekly announcements.</p> <p>Jennifer Howze-Owen wanted to let us know that Susan Khan, Jennifer and the other Instructional Designers have been moved into the new space called the Center for</p>	Public	5	Information

	<p>Integrated Professional Learning in Building 19. She wants to let us know that the space is still not up and running and they will be doing an open house in October. The center is still not fully functioning. This served as a reminder that they aren't in Building 10 any longer.)</p> <ul style="list-style-type: none"> • Questions/comments on non-agenda items 			
2. Standing Agenda				
No.	Item / Description	Presenter(s)	Time	Action?
2.1	<p>Presidents' Report (DAS hasn't met yet. However, we need a CSM representative to be on the DAS because Todd Windisch can't be the voting member now that he is part of the DAS executive committee. Time is once a month on second Mondays in this time frame, 2:15 to 4:30. Beth LaRoche and Yvette Butterworth are interested.)</p> <p>IPC has 7 faculty representatives and we currently have 6 filled so there is a need for one more representative for the community. It doesn't need to be someone from the Senate.</p> <p>BOT first meeting will be either this Wednesday, 8/28 or next Wednesday, 9/4. There is currently no update since they have not met.</p> <p>DPGC is where administrative procedures and board policies are reviewed. This is going to be a big year with 70 board policies on the docket. Many will have to do with the new numbering system and changes to course numbering, but some will be content changes. Todd Windisch will bring board policies to us voting recommendations as Todd represents the Senate at DPGC. The first meeting agenda was posted, but after our agenda was posted so it is not on this agenda. The DPGC plans to change the mission statement of the District, and there is a change about removing language saying that we are committed to social justice; something that Todd will bring to our next meeting. For anyone who'd like to get ahead of the discussion, you can look this up from the DPGC. The way that DPGC works is as follows: DPGC brings a board policy up for discussion, the members take that back to their constituents for discussion, and then there will be a second read at the next DPGC meeting and there will be discussion, then finally at a third meeting there will be voting. It</p>	Todd Windisch & Daniel Keller	10	Information

takes two to three months for something to be approved. Thus with the time it takes, it isn't going to happen immediately, but we do need to stay informed and ask questions.

Last year there were two main board policies that we were talking about and they were removing faculty purview over curriculum and giving it to the Chancellor and class cancellation policies. There were major concerns about the removal of faculty purview on curriculum and talks with the Chancellor last spring led to the determination that the policy was a mistake and that it hadn't been properly vetted before going to the Board and that any further policies effecting faculty would have to go through both Senate and DPGC first. The policy on faculty purview wasn't approved, but Jeramy pointed out that we need to keep an eye on it. Wendy said she thought that the class cancellation policy passed, but Todd said that it didn't because of the tiered voting. In order to be passed the policy needed 60% in any one of the three tiers (vote without reservation, vote with reservation, vote against), and this policy was split among without and with reservation, so it didn't pass. Thus the class cancellation policy is being reworked and then they will again try to get approval.

Our Senate meetings may be moved to Building 19 in the future. When and if that happens everyone will be notified.

Stephen Heath and Todd Windisch will have a meeting with the President. He will be negotiating an augmentation to the budget to pay adjuncts for serving on Senate and Senate subcommittees.

Senate page update with a page for the hiring committees.

Todd Windisch is collaborating with the Faculty PD Committee for a for faculty sabbatical showcase at the October FLEX day. The chair of the committee is Teeka James. If anyone would like to be involved in the planning let Todd know.

Fall Plenary 2024 is coming soon. All 116 community colleges send representatives to vote on things they would like to move forward. The plenary is in Visalia this year. There are funds to send more than just Todd who is our representative and votes. It is November 7-9 this year; it is usually a Thursday through Sunday such as this. If you are new faculty or interested in leadership positions, reach out to Todd about interest in attending Plenary.

Beth mentioned what the theme this session is Cultivating Student Success through Faculty Engagement and Practice and Community.

VPSS hiring committee needs members. Todd sent out a nomination form. If anyone is interested please fill out the form and return it. We will be voting on appointments to this committee during our next meeting.

We are also looking for one more representative to IPC.

Program review needs more members to help revise the process. Daniel Keller is our lead on the committee. They don't have a meeting schedule yet, but reach out to Daniel if you would like to participate. The push is to make changes that will take effect next Fall. Changes might include a new timeline and new forms.)

- District Academic Senate (DAS; first meeting Sep 9)
- Institutional Planning Committee (IPC; first meeting Sep 2)
- Board of Trustees (BOT)
- 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:
 - 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)
 - Second Mondays, 2:15pm - 4:30pm

2.2	<p>Curriculum Committee Chair Report (1st meeting last week. It was mostly an orientation for the committee which is a requirement by the State Chancellor's office. They did come up with tentative goals for the year. Tentative goals:</p> <ol style="list-style-type: none"> 1. Implement Cal-GETC for Fall 2025 2. Finalize local CSM GE Pattern 3. Approve pilot CCN courses (maybe?) 4. Finish curriculum handbook (needed for ISER) 5. Academic standards and dual enrollment courses 6. Explore single CTE course and program review cycle 7. DEIA language and CORs 	Jeremy Wallace	3	Information
2.3	<p>Distance Education Committee Chair Report (Not met yet, they will meet Sept 4. At that meeting Jennifer plans to share out how many people were trained this year through QOTL I & II. They were able to secure last minute funding and will be offering the trainings this year. They will also be doing their goals.)</p>	Jennifer Howze-Owens	3	Information
2.4	<p>Committee on Teaching and Learning Chair Report (The committee's 1st meeting was yesterday, Monday, 8/26. The committee had lots of new members including 2 students, so some of the meeting was an orientation to how the committee works. The committee reviewed goals from last year, which also looked at PD priority list that came out of great read of program review. Talking about the next steps and priorities that came from the great read and finalizing goals.)</p>	Susan Khan	3	Information
2.5	<p>Student Representative Report (Not present)</p>	Anthony Pena Vasquez	3	Information

2.6	<p>Other Officer & Liaison Reports (We have a few positions available, see below. These don't always have a lot to do, so if you are interested, Todd will help anyone sign up. Makiko Ueda is interested in IDEAA Liaison and Maggie de Vera is interested in Part Time Faculty Liaison, Emily Cotla is interested in Legislative & Advocacy Liaison.</p> <p>Each liaison is named in meeting agendas as a separate line in the Liaison Report agenda item. If a liaison has updates to share they are invited to share at each meeting. If a liaison has no updates, then there is no need to speak.</p> <p>Todd Windisch called for updates.</p> <p>Jennifer Howze-Owens said that the OER & ZTE had their first in-person institute over the summer. They met for three days. It was a wonderful experience where breakfast and lunch were provided and it was a great institute. She will share more later. Makiko Ueda asked about the acronym and Jennifer said their acronym stands for Open Education Resources and Zero Textbook Costs. The funding is available to help those interested in adopting free course materials with the development to adopt those. She will share more later.</p> <p>Beth La Rochelle was asked about updates from CTE. They are having their first meeting on Friday, 8/30, but there was nothing else to share.</p> <p>Todd Windisch shared that our Dual Enrollment Liaison, Leo Cruz, was on Senate last academic year, but because he isn't this year, he will be joining us for a short update once each month.)</p> <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 Liaison: 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?
-----	--------------------	--------------	------	---------

Meetings of the Academic Senate are open to all members of the public. Materials are posted on the meeting page of the Senate website.

<p>2.1 3.1</p>	<p>Revisions/Additions to Syllabus Statements in Faculty Handbook (Last year Senate recommended some language for the deans to send out to their faculty for inclusion in their Syllabi. Today we will have a discussion to see if we wish the language recommended last year to become an official part of the Faculty Handbook. Please see below for the recommendation from the last academic year.</p> <p>Does anyone have anything to add, question, discuss? Mick Sherer wondered if the Ombuds was a little too focused on equity and if there should be more letting students know that the Ombuds offers additional resources. If it is just focused on equity then the Ombuds should just be included in the Equity Statement, but if there is more then another statement about the Ombuds should be included so students can use the resource.</p> <p>Wendy Whyte feels the language is a little vague and could be misconstrued without a glossary. The language is not student forward and is not approachable. She called out the part about voice and fostering agency, as well as capacity for self-advocacy that is free from unfair practices. She feels it could be simplified to say something about free from discrimination. Todd took down notes and said that the discussion could continue and we can talk about next steps after the discussion.</p> <p>Daniel Keller also feels the language makes it hard to understand, and students may not know what the difference is between the Equity Office and the Ombuds. He doesn't have a suggestion on how to change it, but feels some re-work would help clarify what the Ombuds does and why to contact that office instead of the Equity office.</p> <p>An unknown speaker pointed out that the link in the written statement below does take the reader to pages that explain more thoroughly and has an overview of the Ombuds office. This speaker felt that a separate statement about the Ombuds may be redundant because the link is already present.</p> <p>Maggie de Vera feels just a little wording to explain the Ombuds and then the link would be better.</p> <p>Beth LaRoche clarified that this statement would be put into our Syllabi and the Faculty Handbook.</p>	<p>Todd Windisch</p>	<p>10</p>	<p>Discussion</p>
--------------------	--	----------------------	-----------	-------------------

<p>Todd reminded that the Faculty Handbook is what is mandated for the Syllabi. Each division/department has their own requirements about what needs to go into the Syllabi, but everyone must put the statements from the Faculty Handbook in their Syllabi. The things included are an Equity Statement, DRC information, and we will be discussing a possible Title IX statement.</p> <p>Jeremy Wallace thinks students understand more than we give them credit for and that we should be going over this on the first day if we are equity minded.</p> <p>Susan Khan clarified whether statements were being made to support just one statement on equity or to have a pair of statements, one for equity and one about the Ombuds. Todd clarified that the statements were for separate statements. She feels that the language is fine and that equity as related to the ombuds should be made. She doesn't feel everything should be outlined as to what the Ombuds does because the students should feel free to explore. The benefit of the ombuds is a one-stop shop and is a non-judgmental person that can point students to resources on campus. She feels just leaving it as a place for students to find even more resources is what the equity statement should indicate.</p> <p>Todd Windisch made a call for two more comments before we needed to be moving on to stay on task with our agenda.</p> <p>Maggie de Vera agrees with what is being said. She feels that students don't remember a lot of what they hear on the first day, and thus providing some clarification is important. She doesn't want the students to misconstrue what the Ombuds Office is there to provide.</p> <p>Makiko Ueda wants Ombuds to be included because it is a good reminder that this new office exists.</p> <p>Todd Windisch closed the discussion, reminding us that we aren't voting on this yet. He will discuss what we said here with Kohya Lu and David Galvez and then bring back for discussion and revisions at our next meeting.</p> <p>Skyline representatives brought a Title IX statement last year and we passed their statement on to the deans and asked them to encourage their faculty to use I , but it didn't go into the Faculty Handbook. David Crafts the Dean of Enrollment Services and Support</p>			
--	--	--	--

<p>Programs and our Title IX coordinator add that there are two new groups that are included pregnant people and LGBTQ+ community members that are not reflected in this statement. This makes the statement not reflective of all the recent August updates.</p> <p>Todd Windisch said that we can easily add the missing groups into the statement and let the Senate know that David Crafts will return to the next Senate meeting to give us a more in-depth look at the changes to Title IX.</p> <p>Sarah Artha Negara noted that she is trying to be more careful in her language when referring to pregnant students.</p> <p>Wendy Whyte wanted to know about 2018 statement and why that isn't enough. Todd Windisch clarified that we are codifying and making sure it is in the faculty handbook. Beth LaRochelle agreed that having it in the faculty handbook is important. Concerns were raised from some faculty were concerned with further lengthening syllabi by adding more language. David Craft noted that there are personal counselors, wellness center faculty, and ombuds are exempt as mandated reporters.)</p> <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"> ○ Current Language 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. <p>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.</p>			
--	--	--	--

	<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> 			
--	---	--	--	--

3.2	<p>Review Ongoing Projects from 24-25 Semester (Bringing back a few things from last semester to discuss further.</p> <p>Todd brought forth the Title IX resolution, see below. We did approve the resolution, but we haven't established committees to accomplish some of the Resolves. Is there anyone who would like to be on a work group? David Craft, the Title IX coordinator, and Todd Windisch will be members of the work group. There isn't yet a meeting schedule. This won't be a heavy lift. There isn't a time frame yet. The group may need to liaise with the District Academic Senate because some of the resolves were District level. Maggie clarified what the job of group members would be. Todd clarified that meetings, discuss how to accomplish things in letter, and make an action plan are the jobs for the committee. David agreed that the work would be fairly easy and that having language to support the Academic Senate would help with changing staff. Beth LaRochelle, Sarah Artha Negara, Maggie de Vera are interested.</p> <p>Mick Sherer wants to discuss a common syllabus repository to help get the students over their trauma for the subject at hand so that the message of welcoming and support in a discipline by a teacher is not diluted. Should it be another document? Jennifer Howze-Owens really likes this ideology. Jennifer has already done some work in the Math & Science division for Canvas. She has been playing around with bringing her work out from behind the Canvas wall. Sarah Artha Negara thinks that links in the websites in the Syllabi might be enough and then on Welcome Day having a scavenger hunt to having the students bring words from the websites. Emily Cotla feels that if the faculty aren't telling the students about the information then they might not hear or see it because counselors aren't always able to see all students. Todd Windisch invited Jennifer Howze-Owens to bring some of her ideas to others and potentially create a work group. He also wants to know if Mick wants to do something. Mick said he doesn't really have time for this, so Jennifer agreed to take this on.</p> <p>Mick Sherer brought back the idea of hiring committees bring an interviewee into a first round interview in-person. Jeramy Wallace wants to emphasize that this is a very important point. Makiko Ueda also says that happened in the Personal Counseling position the Zoom modality was difficult. Maggie de Vera had a different experience two months ago when they gave the interviewees the choices to be in-person or over Zoom. Maggie wanted to know when this policy came into being. Beth LaRochelle wants to know if the policy is in</p>	<p>Todd Windisch Mick Sherer Yvette Butterworth</p>	20	Discussion / Action
-----	---	---	----	---------------------

writing and Todd Windisch isn't sure and said that he will look. The idea of it coming up of paying for interviewees to attend in person interview since we live in one of the richest counties in the country, in one of the richest countries in the world. The feeling was if we care about equity and having a diverse pool of people, then we should pay for them to come to our campus to interview. Jeramy Wallace feels that the purpose of the interview is to assess the skills of the individual to teach a class and that is difficult to assess with a Zoom interview. He feels it is not a question of how the interviewees teach synchronously or asynchronously, thus the interview needs to reflect the modality that we will want to see the interviewee operate in most frequently. He feels that this policy is rather indicative of the District leadership at this time since the leadership doesn't have meaningful community college faculty experience. Stephen clarifies that the second round can be brought into campus. He feels that the second interview would be enough to have the interviews if the first interview is screening only. Mick said that the policy sent to him by Jenny Elizade who said that the policy came from the Chancellor's cabinet in March of 2022, stating that all first-round interviews would be conducted via Zoom and hiring managers can decide which modality for the final interviews. Mick said that last spring the hiring timeline was so compressed that having the second round where interviewees would present a teaching demonstration in person would have been difficult, with just a few day turn around necessary. Robbie Bandon said he needed to be very intentional about the modality so it doesn't wait until tenure review. Todd Windisch will request board policy review for the board policy (assuming it exists) from DPGC and request that it come up for review. Next steps would be draft a resolution on this. Mick will lead the work group. Daniel Keller and Todd Windisch will join him. This will come back.

Yvette Butterworth said that though there have been things done over the summer that the Math Department hasn't met about the subject of AB-1705 yet. She feels that the math department needs to meet before we bring this back. The math department is meeting this Friday. She said that there are also things going on the District level for several years. She would like to see us bring our students into this discussion.)

- Todd Windisch: [Title IX Resolution](#)
 - Form work group to take action on "Resolveds"
- 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 			
3.3	<p>Review Senate Goals Developed by Faculty at Flex Day Session (8/13): Refine, Prioritize, and Develop Action Plan (Todd Windisch moved to skip this agenda item for today in the respect to time. There is a summary from the goal session at Flex Day. It is on the website. Please take a look at what people were thinking during the Flex Day session. There are a few things not on here like Program Review. We had 32 people said Susan Khan, helping us develop goal ideas. Todd took the brainstorming ideas from the session and consolidated the ideas. He'd like everyone to review and bring it back to Senate constituents so we can have a more robust discussion later in the semester. There a couple of things that we will work on that aren't here like program review.)</p>	Todd Windisch	20	Discussion

2.4	<p>Important Information for New Senators RE: Senate’s purview & procedures (If Senate isn’t new, Todd invited senators to leave if they needed to.</p> <p>10+1 is what Senate has purview over. It is established by the educational code in Title V. Todd Windisch went over these and linked them to things that we do in Senate</p> <table border="1" data-bbox="279 375 865 862"> <tr><td>1</td><td>Curriculum including establishing prerequisites and placing courses within disciplines</td></tr> <tr><td>2</td><td>Degree and certificate requirements</td></tr> <tr><td>3</td><td>Grading policies</td></tr> <tr><td>4</td><td>Educational program development</td></tr> <tr><td>5</td><td>Standards or policies regarding student preparation and success</td></tr> <tr><td>6</td><td>District and college governance structures, as related to faculty roles</td></tr> <tr><td>7</td><td>Faculty roles and involvement in accreditation processes, including self-study and annual reports</td></tr> <tr><td>8</td><td>Policies for faculty professional development activities</td></tr> <tr><td>9</td><td>Processes for program review</td></tr> <tr><td>10</td><td>Processes for institutional planning and budget development</td></tr> <tr><td>+1</td><td>Other academic and professional matters as are mutually agreed upon</td></tr> </table> <p>Canada and Skyline passed resolutions around Palestine last year, and we might this year as well. There was a lot of debate if this particular issue fit, and we do need to consider this. We will probably have a discussion about this during the year as well.</p> <p>Curriculum Committee is a subcommittee of Academic Senate because of 1) & 2). Last year when we saw a board policy language that removed faculty from having purview over curriculum, this is why there was concern. Grading policies exist within our CTL department and DEAQ host workshops on un-grading and such. Standards and policies in student success came up during the Flex Day brainstorming session; there is concern over AB-1705 and its effect on student success. This is a year for accreditation and we will be writing our accreditation report, which is 7). Todd Windisch is the faculty coordinator. There are four subcommittees, and each one is working on a different part of accreditation. Daniel Keller is on another of the committees. Kristy Ridgeway and Teresa Morris are also part of the leadership. The committees may reach out to you or your departments to gather information for the accreditation process, so please respond in a timely manner if a request</p>	1	Curriculum including establishing prerequisites and placing courses within disciplines	2	Degree and certificate requirements	3	Grading policies	4	Educational program development	5	Standards or policies regarding student preparation and success	6	District and college governance structures, as related to faculty roles	7	Faculty roles and involvement in accreditation processes, including self-study and annual reports	8	Policies for faculty professional development activities	9	Processes for program review	10	Processes for institutional planning and budget development	+1	Other academic and professional matters as are mutually agreed upon	Todd Windisch	20	Information
1	Curriculum including establishing prerequisites and placing courses within disciplines																									
2	Degree and certificate requirements																									
3	Grading policies																									
4	Educational program development																									
5	Standards or policies regarding student preparation and success																									
6	District and college governance structures, as related to faculty roles																									
7	Faculty roles and involvement in accreditation processes, including self-study and annual reports																									
8	Policies for faculty professional development activities																									
9	Processes for program review																									
10	Processes for institutional planning and budget development																									
+1	Other academic and professional matters as are mutually agreed upon																									

is made. We will also be getting updates in Senate on the process. Todd talked about the fact that we are the only college with a full-time PD coordinator and we now have a District PD coordinator as well which fall in 8). We have a program review committee because of 9). We didn't have a VPAS for the entirety of the last year and it is possible that the Finance committee didn't meet at all, so the Senate didn't get information on the budget and how money is spent. The concerns of budget are 10). Strong workforce budgeting is also always coming up and this is another budget concern.

Senate By-Laws are on the website, please feel free to read those. Todd has a few copies of the By-Laws if anyone wants one. Beth LaRoche asked for the by-Laws to be audible, and Todd recommended using AI to read them. Look and ask questions if you need to question.

Brown Act says that we are an official legislative body under the state law. That is why we must be in person, why we must be post an agenda 72-hours in advance, we must be open to the public. We can be absent twice with no repercussions. There has been debate about senate subcommittees are Brown Act committees. It is mandated by District that Curriculum Committee falls under the Brown Act. Beth LaRoche clarified that Curriculum Committee has to report to Senate for approval. It is the fact that the Curriculum Committee takes action that they must adhere to Brown Act.

Roberts Rules of Order are the order by which our by-laws say that we will conform. We attempt to follow these. This is a motion, a second and the approval and a roll-call vote if there is difficulty in hearing which is why we do this on Zoom presence. Beth LaRoche noted that the rules add structure which really helps in many meetings.

Plans for distributing information from Senate to Division meetings are important to being a Senate Representative. Letting the division know through meetings is one way to do that and the other may be through the Division Assistant.)

- 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

4. Closing Procedures				
No.	Item / Description	Presenter(s)	Time	Action?
4.1	Final Announcements (Thank you for attending and we are excited for a full Senate representation.) <i>President or facilitator elicits final announcements about upcoming deadlines, events, scheduling changes, etc.</i>	President / Faciliator	1	Information
4.2	Adjourn (4:30)	President / Facilitator	N/A	Procedure