

## Academic Senate of College of San Mateo



Tuesday, September 24, 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	
<b>President</b>	<b>Todd</b> Windisch
<b>Vice President</b>	<b>Daniel</b> Keller
<b>Secretary</b>	<b>Yvette</b> Butterworth
<b>Treasurer</b>	<b>Stephen</b> Heath (In ? Out 3:55)

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

Division & Student Representatives	
<b>Student Representative</b>	Anthony Pena Vasquez / <b>Simon</b> Htet (Zoom)
<b>Academic Support &amp; Learning Technologies / Library</b>	<b>Matt</b> Montgomery
<b>Academic Support &amp; Learning Technologies / Library</b>	<b>Wesley</b> Hingano
<b>Business/Technology</b>	<b>Hellen</b> Pacheco
<b>Business/Technology</b>	<b>Kimberly</b> Salido
<b>Creative Arts/Social Science</b>	<b>Leighton</b> Armitage
<b>Creative Arts/Social Science</b>	<b>Maggie</b> de Vera
<b>Kinesiology/Athletics/Dance</b>	<b>Kajari</b> Burns (Zoom)
<b>Kinesiology/Athletics/Dance</b>	<b>Sarah</b> Artha Negara
<b>Language Arts</b>	<b>Mick</b> Sherer (Out 4:15)
<b>Language Arts</b>	<b>Robbie</b> Baden
<b>Math/Science</b>	<b>Wendy</b> Whyte
<b>Math/Science</b>	Beth LaRochelle ( <b>Zoom</b> )
<b>Counseling</b>	<b>Emily</b> Cotla
<b>Counseling</b>	<b>Brandon</b> Williams
<b>Enrollment Services and Support Programs</b>	<b>Makiko</b> Ueda

1. Opening Procedures				
No.	Item / Description	Presenter(s)	Approx. Start Time (min)	Action?
1.1	Call to Order & Roll (2:32 with 16 voting members present) <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>	President / Facilitator	~2:30pm 2 min	Procedure
1.3	Adoption of Today's Agenda (Leighton Armitage Motion & Beth LaRochell 2 <sup>nd</sup> Roll Call Vote: Jeremy Wallace, Jennifer Howze-Owens, Susan Khan, Simon Htet, 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. I am unsure who was not present, I believe Wesley Hingano, but I am not positive. 17 + 1 advisory Approved, 0 Nay, 0 Abstained)	President / Facilitator	~2:32pm 1 min	Action
1.4	Adoption of Consent Agenda (None) <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> <ul style="list-style-type: none"> <li>No items on the consent agenda for this meeting</li> </ul>	President / Facilitator	~2:33pm 5 min	Action
1.5	Public Comment (Teresa Morris is returning with a comment about the <a href="#">collegiality statement</a> that was brought several years ago (approved in 4/25/23). She'd like for the Senate to come back as a topic of conversation, a goal, etc. Todd will bring it back in Senate goals. Someone asked if there was a place where the previous statement could be found. Teresa and Todd said that it was on the Senate website. The Senate secretary has linked the Senate website document above. Teresa also invited anyone to reach out to her with comments, questions, or concerns.  Maggie de Vera announced the AFT event on Thursday, 10/3 at 2:30 that she has	Public	~2:38pm 5 min	Information

	<p>organized for community building. Beth LaRoche sent a message on her behalf via email to the campus faculty two days ago. At the end of the meeting Maggie added that the event would be held in 18-206.)</p> <ul style="list-style-type: none"> <li>• Questions/comments on non-agenda items</li> </ul>			
<b>2. Substantive Agenda</b>				
No.	Item / Description	Presenter(s)	Approx. Start Time (min)	Action?
2.1	<p>Proposal to Draft Resolution to Support Students Affected by Ongoing Conflict in the Middle East (A resolution was passed in the Student Senate last spring. It is linked below. Elinor Westfold summarized the statement. She also reminded us that the Skyline and Canada senates have already passed similar resolutions. Since some of our students are affected, it is very important to support those students. Robbie Baden added that our silence is not a good thing; we need to share our voice in recognition and support of our effected student. Our CSM Senate is the last to have spoken up on the subject.</p> <p>Todd summarized that the Elinor and Robbie have brought this topic for discussion to hear guidance and ideas in drafting a resolution and to get names of those who are interested in joining a working group. At this point a discussion was opened.</p> <p>Wendy Whyte objected to the statement taking a position that alienates a group of students. How can they reason that because Israel cannot agree to stop fighting does not allow Hamas, etc., to stop fighting, stealing the aid (food, e.g. meant for Gazans), and releasing hostages to implement a ceasefire? Rather complex arrangements for these "ceasefires." The statement blames Israel for oppressing the Gazans. The Assoc. Students CSM must strike those political statements if they want to alleviate any anxiety our students may have about wars, anywhere.(this statement was paraphrased) Jeremy Wallace wanted to make sure that it was clear that the students wrote the statement that Elinor summarized and that the Senate hasn't drafted anything yet. Daniel Keller thought maybe a perhaps statement supporting any</p>	Elinor Westfold & Robbie Baden	~2:43pm 15 min	Discussion

	<p>student facing violence and conflict would be a way to not single out one group, since he has had many students from Myanmar and China living with fear from conflict and oppression. Elinor and Robbie agreed that there is a statement for Myanmar students, so they felt it appropriate that we make statements to support any student group in conflict and that one in support of Jewish students would be wonderful. To clarify, Elinor stated that supporting one student group's rights is not meant to be a threat to any other groups rights. Sarah Artha Negara would like to be a part of the working group. She spoke of wonderful conversations she's had with a student effected by the conflict in the Middle East and would love to bring the student's voice to the resolution. She also mentions some very healing discussions that have happened in her class where students from both sides of the conflict shared their support of one another. Beth LaRochelle reminded us that there is also a conflict going on in Ukraine right now, and thought that it might be a good idea to bring that into the work group so something could be drafted at the same time to support others in conflict. Robbie said that as we need to continue to talk about all the places that need our voices in support, and that should give us motivation to continue speaking up and drafting resolutions in support of those students, because despite the silence in this body, there are many other organizations where resolutions are being drafted, and as we come across the need, we should continue to lend our voice by writing resolutions. Sarah, Wendy, and Maggie would like to be involved drafting the resolution. Matt Montgomery wanted to know if we should bring this back to divisions. Wendy wanted to know how the subject could be revisited with the Student Senate. Todd said that the student representative Simon Htet could be contacted, or the President could be contacted even though it was the previous administration that passed the resolution. )</p> <ul style="list-style-type: none"> <li>• For reference: <a href="#">ASCSM's "Statement on the Oppression in Gaza"</a></li> </ul>			
2.2	<p>District IEPI Update &amp; Q&amp;A with Chancellor Melissa Moreno (We were a little ahead of schedule, so we skipped to 3.1 to discuss some of the President's report.</p> <p>Chancellor Moreno has been visiting the constituency groups across the District to share the District Strategic Planning Process. Since there are a lot of changes, she feels it is a good time for updating everyone. Aaron McVean also joined Chancellor Moreno to support her report. The purpose of today's visit is to make sure everyone knows what is happening and to invite participation and feedback.</p>	Melissa Moreno & Aaron McVean	~2:58pm 30 min	Discussion

With a new Chancellor, new board goals, and a new era where the board is interested in measurable outcomes, they have decided to go the path of District Strategic Planning. Thus far they have established an Advisory committee, consulted with PRIE, and in her first week as Chancellor, Dr. Moreno wrote a letter of intent to the state indicating the District's intent to participate in the statewide institutional effectiveness program initiative, which is CCCCCO-IEPI. The IEPI, Institutional Effectiveness Program Initiative, accepted Chancellor Moreno's proposal. The IEPI will pay for the process as well as pick a team of people from across the district who have subject matter expertise who will be able to share best practices. The district is hoping for the full \$200,000 of financial support, but the first payment made was for \$75,000. They've already hired a researcher, Hanover group, using these funds. The hopes are that the researcher will be able to do an environmental scan and capture all the feedback that will be integrated into the Strategic Plan. There is a website being built to share information with the district about this process. There will be links to the letter the Chancellor wrote, the work that has been done with the incoming and outgoing DAS Presidents to flesh out what the District is planning to do, also the site will contain the Board's new goals and priorities, so that the constituents have a place to see the policy that the Board is working from. The initial visit with the PRT Engagement team has been scheduled for Wednesday, 10/2 and the second will be Monday, 11/18. The leader of the PRT team is the Chancellor of Contra Costa and she additionally has UMOJA experience. The initial meeting will include many people from across the district, including a student, members of the Classified and Academic Senates and the Strategic Planning Committee, all coming to provide feedback and ask questions. There is also a Writing Group for the Strategic Plan which has been established.

Todd Windisch added that he will be participating in the 10/2 PRT as the DAS Vice President and as CSM Senate President and he can bring questions and concerns. We may be familiar with the IEPI processes because CSM is going through an IEPI process and similarly asked for the State's support in developing a professional development plan for staff and administrators. Last year CSM had a IEPI visit and we were given suggestions and we are currently working toward those suggestions and hoping to get more State funds to complete that process. That means that there

<p>are two separate process, and Aaron McVean added that Canada is also undergoing an IEPI process and will conclude theirs on 10/2.</p> <p>Susan wants to know if the summary for the area of focus is available on the website. Chancellor Moreno is sending it to Todd, and will check to see if it is on the website (it is not on the website). Aaron added that the teams that are brought together has great insight that has been gained through their own processes in different areas.</p> <p>Aaron also added that the since it was a District Strategic Planning year that this was a primary interest and it is nice to talk with people across the state about effective practices and what they have found to be most useful in the District Strategic Planning Process. It will be nice to have people come with experiences from different districts and areas across the state who also have experience in the State Academic Senate who have gone through the process and can add insight. He feels it is a great opportunity to collaborate and learn from these colleagues who will be part of the PRT team.</p> <p>Todd asked for and was granted permission for other questions:</p> <p>Robbie Baden brought up the class cancellation policies. He wanted to know more context or insight would be helpful. Chancellor Moreno said that by 2023 with the COVID emergency situation no longer an issue, she felt she couldn't support the policy of 10 students, and needed to bring the policy back to the board. The Board created a work group, doing the research and decided on a percentage instead of a flat number that doesn't adequately reflect all classes. Aaron McVean was the head of the work group and they recommended the percentage of the class cap. The board wants a decision by November and in the interim the policy has stayed at 10. Aaron spoke to why 10 is not an option. It is not a financially responsible decision, and while it has served us as we returned to a new normal, the policy needed to be re-designed. The work group brought forth the percentage of class cap and the discussion was started in DPGC last year, stalling the implementation of the new class cancellation procedure. The board has made it clear that if the policy written by November that the old procedure of 20 will again be the policy. This is where the discussion was focused and how the survey that was sent out recently came forth.</p> <p>Jeremy wanted to know how much it costs to have 10 students in a class. Chancellor</p>			
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said that they did this in a Board meeting and Aaron shared with us.

Class Cap Size	%	Class Size	FTEs	WSCH	Productivity	FTEF Needed	FT FTEF Available	PTF (FTEF) Needed	Total PTF cost			
20	50%	10	14,000	210,000	150	1,400	365	1035	109,694,853			
40	50%	20	14,000	210,000	300	700	365	335	35,505,097			
Variance between classroom size of 10 and 20												
3 unit assumption												
20	50%	10	14,000	210,000	150	1,400	365	1035	109,694,853			
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14,000	WSCH	210,000	Productivity	150	FTEF Needed	1,400	FT FTEF Available	365	PTF (FTEF) Needed	1035	Total PTF cost	109,694,853
14,000	WSCH	210,000	Productivity	300	FTEF Needed	700	FT FTEF Available	365	PTF (FTEF) Needed	335	Total PTF cost	35,505,097
Variance between classroom size of 10 and 20										74,189,755		

  

Parity	Avg FTEF	Avg PTF (FTEF)
70%	\$129,408	\$90,586
Total	\$47,720	\$15,400
Total	\$177,128	\$105,985

Aaron will send this to Todd, but the bottom line was a differential of \$74 million for a cap of 10 verses 20 across the district. Included in this was also a discussion about productivity, and no one wanted to see a return of this productivity question.

Maggie deVera, Direct of Alcohol and Other Drug Studies, wanted to know about the fiscal impact of free college on our departments. How are free college and the 10 student cap intertwined? How can those two things be reconciled? How are we supporting free college moving forward. Chancellor Moreno feels that it is all intertwined. Chancellor Moreno feels that she had to put a stop to un-funded

	<p>initiatives. The free college initiative is an un-funded initiative. We have \$120 million more than if we were still an apportionment district. We still have a lot of pockets money that we should be able to use to fund support of our students and their success. She feels that we should maximize our facilities and using only 10 seats is not very responsible. She feels that picking a flat number, and 10 being a flat number is not a good fiscal choice. She wants to balance the small feel with relationships between students and faculty, but she wants to balance the two to make responsible choices. The free college initiative is going to pinch our budget for about another year, but there will be help from the foundation and there will be fundraising to make the initiative work long term.</p> <p>Jeramy wants to reframe the question from butts in seats to how do we better use our facilities and budgets to more efficiently teach and put emphasis on our pedagogy. He feels these discussions never really come up. Chancellor Moreno says that faculty was present at the table when the current policy suggestions were made, so the faculty were given voice in a mutually collaborative process.</p> <p>Chancellor will continue to bring the discussion about the budget and best practices around budget to the faculty and allow the faculty to the table.)</p>			
2.3	<p>Ombuds Update (Kohya Lu shared a <a href="#">presentation</a>. The presentation included an introduction. This is the 2<sup>nd</sup> year for the Ombuds office. The traffic through the office is up 21% from this time last year. The purpose of an Ombuds was to address equity gaps, power dynamics and system issues affecting students and to address equity gaps, give students a safe space to discuss issues/concerns with no retaliation fear. In short, a place for students to feel truly safe and without fear of retaliation. The value or benefit is to reduce time and resources for formal investigations, informally resolve issues, provide feedback to college leadership on trends in organizational structure, help students have better morale and retention. The Ombuds is confidential, neural, and informal, is not a mandated reporter, and doesn't keeps records. The goal is to listen, gather information, seek clarity on process and procedure, serve as referral on campus resources and make recommendations, as well as act as an informal mediator. The Ombuds office is also supporting the District mission of students first and is rooted in success, equity, and social justice.</p>	Kohya Lu	~3:28pm 15 min	Information



<p>New this year: Faculty/Staff Resource Form on the <a href="#">website</a>. Provides a way to ask for a faculty/staff to have a consultation, professional development training, a presentation to a department/division/group, or any other need.</p> <p>The Ombuds will be giving a presentation during Flex Days. The October 9<sup>th</sup> presentation will be about conflict resolution. He will also be doing some student outreach and engagement. He will also be noting patterns and make</p> <p>Contact:  18-206B by appointment  <a href="mailto:esmombuds@smccd.edu">esmombuds@smccd.edu</a>  <a href="http://collegeofsanmateo.edu/ombuds">http://collegeofsanmateo.edu/ombuds</a></p> <p>Robbie Baden had a question about the mandated reporter conflict since he provides upward feedback to leadership. Kohya doesn't share detail information in these share outs. He would share that there is a trend with a lot of students coming about a certain service that is making it difficult for the student success. He used the example of Admissions, but it could be anything. He also mentioned that if there was something effecting the health and safety of the student population, like a lot of sexual assault, he would definitely share that.</p> <p>Brandon Williams wanted to know about the more formal processes. He wondered if he would make recommendations to more formal processes since his work is informal. Kohya does go through the process with a student and stays neutral, letting the students know what the process would entail if they were to go through a formal process. His goal is for students to have all the information before they begin a formal process.</p> <p>Westly Hingano works with Justice System Impacted students and they have had conflict in the last couple of years and they use the Restorative Justice model. He wants to know about the Restorative Justice framework and Ombuds model have overlap. Kohya would like to hear more about this and invited Westly to connect with him.)</p>			
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2.4	<p>Dual Enrollment Liaison Update (</p> <p><b>Role:</b> The Dual Enrollment Faculty Liaison is a newer role that was established in the middle of Fall 2023.</p> <p><b>Purpose:</b> Build a more streamlined form of communication from Dual Enrollment to CSM Faculty and vice-versa.</p> <p><b>Senate Updates this Fall:</b> October 8, November 12, December 10</p> <p><b>Presentation:</b> Slide 3 of the presentation, pictured below, shows important information that folks typically are curious about including High schools where DE is taught, HS partner teachers teaching and our CSM Faculty teaching, disciplines that are taught, number of sections taught, and total enrollment each term. Slide 3 is for FA 23-SP 24 and Slide 12 shows FA 24 and projected SP 25. *Please refer to the presentation available on the Senate Website.</p> <div data-bbox="279 776 1283 1263" style="border: 1px solid black; padding: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="color: green; text-align: left;">Fall 2023</th> <th style="color: green; text-align: left;">Spring 2024</th> </tr> </thead> <tbody> <tr> <td style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td><b>HS Districts Served</b> San Mateo Union High School District Cabrillo Unified School District</td> <td style="text-align: center;">2</td> </tr> <tr> <td><b>High Schools Served</b> Aragon, Burlingame, Half Moon Bay, Hillsdale, La Costa Adult, Mills, San Mateo</td> <td style="text-align: center;">7</td> </tr> <tr> <td><b>Disciplines Offered</b> Administration of Justice, Architecture, Business, Career and Life Planning, Communication Studies, Counseling, Kinesiology, Psychology</td> <td style="text-align: center;">8</td> </tr> <tr> <td><b>Instructors Teaching</b> 9 CSM Faculty, 4 HS Partner Teachers</td> <td style="text-align: center;">13</td> </tr> <tr> <td><b>Sections Offered</b></td> <td style="text-align: center;">18</td> </tr> <tr> <td><b>Total Enrollments</b></td> <td style="text-align: center;">399</td> </tr> </table> </td> <td style="border: 1px solid black; 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<b>High Schools Served</b> Aragon, Burlingame, Design Tech, Half Moon Bay, Hillsdale, Mills, San Mateo	7																															
<b>Disciplines Offered</b> Administration of Justice, Architecture, Business, Career and Life Planning, Communication Studies, Counseling, Digital Media, Kinesiology, Psychology, Physics	10																															
<b>Instructors Teaching</b> 9 CSM Faculty, 7 HS Partner Teachers	16																															
<b>Sections Offered</b>	22																															
<b>Total Enrollments</b>	512																															

## Fall 2024

<b>HS Districts Served</b> San Mateo Union High School District Cabrillo Unified School District	2
<b>High Schools Served</b> Aragon, Burlingame, Design Tech, Half Moon Bay, Hillsdale, Mills, San Mateo	7
<b>Disciplines Offered</b> Administration of Justice, Architecture, Business, Career and Life Planning, Communication Studies, Counseling, Kinesiology, Psychology	8
<b>Instructors Teaching</b> 11 CSM Faculty, 3 HS Partner Teachers	14
<b>Sections Offered</b>	18
<b>Total Enrollments</b>	521

## A look ahead at Spring 2025

<b>HS Districts</b> San Mateo Union High School District Cabrillo Unified School District	2
<b>High Schools</b> Aragon, Burlingame, Design Tech, Half Moon Bay, Hillsdale, Mills, San Mateo	7
<b>Disciplines</b> Administration of Justice, Architecture, Business, Career and Life Planning, Counseling, Digital Media, Kinesiology, Psychology	8
<b>Instructors Teaching</b> 9 CSM Faculty, 6 HS Partner Teachers	15
<b>Sections</b>	21
<b>Estimated Enrollments</b>	565

**August Kickoff Event:** We had a kickoff event with our HS partners and CSM staff, faculty, and admin to build more communication on both ends and reviewed the evaluation for our HS partner teachers teaching in the Fall.

If anyone has any questions after looking at these slides, please let me know at cruzl@smccd.edu so I can bring that back to our DE team and then get that information to you all at the next meeting.

**Questions of interest brought up that day:** Looking at the breakdown of students who are in DE and how many of those students end up committing to CSM. How HS partner teachers are doing/their perspectives.

**Highlights:** More alignment between HS and SMCCD matching our start dates and soring breaks this academic year.

**Follow Up:** If you have any questions, feel free to contact Leo Cruz. Also contact Leo if you have any ideas of topics you would be interested in knowing about DE. The DE Team is exploring ways to provide information to the whole college. The DE Team is currently brainstorming for Flex presentations or considering other ways to share with the whole college.)

	<ul style="list-style-type: none"> <li>Future updates: October 8, November 12, and December 10</li> </ul>			
2.5	<p>Academic Senate Goal Setting (Since we have a full agenda today, we will just discussing and giving input on Senate Goals today. It will come back for a vote at a later time.</p> <p>The information linked below is just a data dump of what everyone said in the Flex Day with a few notes here and there. Next, is a consolidation of the ideas. Todd didn't add everything, but put things that rose to the top, that we'd already been discussing, things that are in the purview of the Senate. Todd asked that the Senate look at the information provided so that we can give feedback. It is on the website as well as a paper copy available in the meeting today. Susan Khan wanted to know if there is a limit to the number of goals or if we could do them all. Todd said that there is no specific number in mind. Wendy Whyte wanted to know about Slack. Makiko Ueda wanted to know how many participants there were at the Flex Day session; Yvette Butterworth added that she believed Susan Khan had told us 32 in an earlier Senate discussion. Daniel Keller said that the reference to the AI workgroup, one doesn't exist anymore, and hopes that it stays on the prioritization list so we will continue to think about. Jennifer Howze-Owens spoke to the textbook costs. She said that there has been constant discussion with the bookstore manager and the VPs office. There has been limited control over the reporting process, though there has been an effort to make sure things happen in a timely manner. Sarah Artha Negara wanted to know if the bookstore is a contracted out. The bookstore runs out of the District Office and is under Richard Storti. The bookstore is maybe running out a deficit and there may be restructuring says Todd based on what he has heard and said that might mean a change in the structure and we might see changes in the future. Beth LaRochelle said that Santa Rosa contracted their bookstore services out and the cost to the students went through the roof, and she wants to make sure we keep an eye on that eventuality and recommend against it. Mick Sherer wanted to know if we could bring other topics from our divisions into the discussion of Senate goals. Jennifer Howze-Owens wanted to know about the dues drive and is interested in leading the conversation based on the scholarship conversation from last year. Since we have full representation, she felt a short 4-to-6-week drive would be a good idea. Beth LaRochelle is also interested in that drive so that we can give more to our</p>	Todd Windisch	~3:53pm 10 min	Discussion

	<p>students through scholarships. Todd was also excited about a dues drive to bring in more money for scholarships. Mick Sherer said that the English Department is potentially bringing in Robin Isserles to discuss the “Cost of Completion,” and thought if they do bring her that maybe she could come into the Senate as well. Sarah Artha Negara brought up the CTE collective and they had asked that donations be made to the Pilates foundation, and any organization can have donations be set up. There is not a clear way to donate to a particular program and the foundations don’t get notified when there are funds available. Sarah feels that more students would like to contribute.</p> <p>We will bring these topics back later.)</p> <ul style="list-style-type: none"> <li>• <a href="#">Flex Day Brainstorm of Senate Goals</a></li> <li>• Proposed Senate Goals for Prioritization</li> <li>• Returning for action and prioritization at the December 8 meeting</li> </ul>			
<b>3. Standing Agenda</b>				
No.	Item / Description	Presenter(s)	Approx. Start Time (min)	Action?
3.1	<p>Presidents’ Report (This item was started out of order.)</p> <p>DAS: The next meeting is on October 14 at the District Office for anyone who would like to join. The biggest topic is the survey that went out about the class cancelation policy. The survey is due by the end of next week, Friday, October 4. If you or anyone you know hasn’t completed it please take the time, but as each person was given a unique link, don’t share links. If there are any questions reach out to Todd since it is a big topic and will also be up for discussion at DPGC in advance of the formal vote on the policy in November. The policy if not approved will revert to 20 as the cap. Since the Chancellor will be here, if there are any questions, she may be able to provide clarification.</p>	Todd Windisch & Daniel Keller	~4:03pm 8 min	Information

<p>IPC: The next meeting is Wed., 10/2. There may be questions about resource requests since the form and due dates have not been released, but the unofficial information is that the form will be released at IPC and will likely go out on Friday, 10/4 with a due date of end of October, likely near 10/25. We should be thinking about the requests and planning for the asks so that when the forms arrive they can be filled out quickly and efficiently.</p> <p>BOT has no updates. 10/23 is the next meeting. Budget and Strategic master plan were discussed last time. <a href="#">BOT minutes can be found at this link</a> when they are available.</p> <p>Skipped DPGC.</p> <p>Drop for non-payment policy was discussed last year. On June 1, 2024 the policy was changed and the policy is that a continuing student, completing at least one unit will be excluded from being dropped when they owe less than \$199. Jeremy said that the policy should not only include the continuing students since the students just coming in are the ones to be more likely to not understand that free college still has some fees to pay. Wendy Whyte wanted to know if students would have access to their transcripts if they are dropped for non-payment. Todd felt students would have access to transcripts. Brandon Williams said that the students wouldn't be able to add classes, and maybe have other restrictions. He also wanted to know more about the policy that Todd informed us, which Todd will do in his next update email. Emily added that non-payment of fees will be blocked from adding and some other things which may include blocks on getting official transcripts, but that is only if they are over the limit. Jeremy added that the fees must be paid within two weeks, and maybe it should be two weeks from a first day. He was also concerned with text books and would like to have more information on how that is dealt with. Makiko wanted to know about the fee structure. Emily said that \$17 and it can go up from there with book fees, etc, and also dependent on where the student lives.</p> <p>At this point the Chancellor joined us and we returned to Topic 2.2. The President's report picked up a this point again in the order it should have fallen to begin.</p> <p>Todd discussed the modality of the first interviews discussion. Chancellor's cabinet</p>			
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feels that modality is up to the committee but flexibility for first round interviews needs to be available. EEOAC (Equal Employment Opportunity Advisory Council) will continue this discussion. The committee, to which Todd belongs, makes recommendations for pre-hiring, hiring and post-hiring processes. Mick Sherer wanted to know if we will be notified of the discussions and if we can advocate. As of right now, there are multiple perspectives in the hiring group, but that is only a part of the larger body, so Todd will have to get a feel for the larger groups opinion, though there are many faculty voices and they are of course in favor, but he will keep us apprised of the feelings there and let us know if we need to lend our voice in advocacy. As of right now, Todd reiterated that there are flexible modalities. Jeramy wanted to form a budget for flying interviewees. That is part of the discussion that will be discussed on EAOC. Todd will bring Jeramy's wish for 1<sup>st</sup> rounds to be funded too.

The new Coastside Center in Half Moon Bay will hold their ribbon cutting ceremony and open house on Thursday, 10/17 from 4-5:30. There will be a soft launch for programing at the center starting October 21<sup>st</sup>. Events this fall will mostly include open houses and workshops for the community. Beginning Spring 2025, Coastside will offer classes in three areas, language acquisition, transfer tract courses, and career education courses. Conversations are already happening to discuss specific course offerings. They are discussing four blocks of times; morning, noon-time, late afternoons, and evenings. Makiko Ueda wanted to know if there would be a counselor there. Todd said that there may not be a personal counsel since there isn't a private space to conduct personal counseling, but there may be academic counselors. Anyone with more questions should reach out to Andrea Visnor.

The ASCCC Fall Plenary for Area B is coming up on Friday, 10/18 9am-? Todd and Emily Cotla will be attending the Area B meeting to preview the resolutions coming to Fall Plenary. They will also be listening to any other resolutions that our colleges may wish to be put forth to the state.

The College Proposal for a new Mission statement. They are linked on the Senate Website and are a part of the day's packet. Todd wants to have feedback so we can vote later. The DPGC will be doing another read of the Mission statement in October and will be voting in November, so there is a little time for the Senate to bring

	<p>feedback about the proposed revisions.)</p> <ul style="list-style-type: none"> <li>● District Academic Senate (DAS)</li> <li>● Institutional Planning Committee (IPC)</li> <li>● Board of Trustees</li> <li>● District Participatory Governance Council (DPGC) <ul style="list-style-type: none"> <li>○ SMCCD District Mission Statement <ul style="list-style-type: none"> <li>■ <a href="#">Current Mission</a></li> <li>■ <a href="#">Proposed Revision</a></li> </ul> </li> <li>○ Class Cancellation Guidelines: remind constituents to complete the survey sent out by District Senate</li> </ul> </li> <li>● Effective Jun 1, 2024, “Exclude all continuing and returning students from drop for non-payment who owe a balance of \$199 or less, if they have previously successfully completed at least 1 unit with a C/Pass or higher at SMCCCD.”</li> <li>● Calls for Participation: <ul style="list-style-type: none"> <li>○ Institutional Planning Committee (1 faculty member appointed by Senate)</li> </ul> </li> </ul>			
3.2	<p>Curriculum Committee Chair Report (</p> <ul style="list-style-type: none"> <li>● The committee has done a first-read of the new Area 2: Mathematical Concepts and Quantitative Reasoning. We plan to vote on it by the end of the semester.</li> <li>● In the spring, the committee approved the new Area 7: Self-development and Kinesiology Activity and approved updated standards for placing courses in Area 7. At the 9/26 meeting, the committee will be looking at the Area 7 courses. The committee will vote on which courses will stay in Area 7 this semester.</li> <li>● The committee are finalizing the new curriculum handbook which was started during the 2022-23 AY.</li> <li>● The committee is currently searching for a new chair to start in Fall 2025, as Jeramy Wallace’s term is ending at the end of the 2024-25 AY.</li> <li>● The CCN Phase I courses will be submitted to the committee in October with</li> </ul>	Jeramy Wallace	~4:11pm 3 min	Information



	) approval in November.			
3.3	Distance Education Committee Chair Report (DEAC has no updates as we have not met since the last meeting Senate meeting. October DEAC will take place on October 2 <sup>nd</sup> at 12pm on Zoom.)	Jennifer Howze-Owens	~4:14pm 3 min	Information
3.4	Committee on Teaching and Learning Chair Report (The committee met yesterday, Monday, 9/23. They discussed Burden Free and had a great conversation. There is a Title V proposed change to the language around the Flex Calendar and that was discussed. Goals were discussed and rank voting was used to decide on the prioritization. Susan doesn't have a final tally of the voting so she will share that next time. Flex day for 10/9 schedule will be coming out this week.)	Susan Khan	~4:17pm 3 min	Information
3.5	Student Representative Report (The student representative left before we were able to hear a report.)	Anthony Pena Vasquez	~4:20pm 3 min	Information

3.6	<p>Other Officer &amp; <a href="#">Liaison Reports</a></p> <p>(</p> <p>Rising Scholars Liaison Report: Daniel Keller is currently listed as the liaison for the Rising scholars, but upon reading from the website he found that he really shouldn't be the liaison because what they are really looking for is faculty teaching inside a prison, jail, or other facility, or a who has been formerly incarcerated. Another option for a liaison would be from faculty supporting reentry of formerly incarcerated students. Wesley Hingano volunteered and Todd said he will send the listserve links to him.</p> <p>CTE Liaison Report: Beth LaRochelle said that CTE met last week and that she wasn't there. Sarah Arath shared that they discussed the foundation which was previously discussed.</p> <p>OER Liaison Report: Todd Windisch, Danni Redding-Lapuz and Jennifer Howze-Owens worked on drafting part of the message to faculty for the Course Materials Reporting form. We have not heard back from Laura Brugioni nor have they received Spring 2025 adoption requests which are due 10/18. Also to report, was a request to Todd Windisch to include the Burden Free Task Force's 45-day comment period as a future agenda item. It is the middle of the comment period and the group would like to talk with membership before making suggestions.</p> <p>Maggie shared that the AFT social will be held in 18-206.)</p> <ul style="list-style-type: none"> <li>● CSM Faculty Dual Enrollment Liaison: Leo Cruz</li> <li>● ASCCC CTE Liaisons: Christy Baird &amp; Beth LaRochelle</li> <li>● ASCCC OER Liaison: Jennifer Howze-Owens</li> <li>● ASCCC Rising Scholars Faculty Liaison: Daniel Keller</li> <li>● ASCCC Legislative &amp; Advocacy Liason: Emily Cotla</li> <li>● ASCCC IDEAA Liaison: Makiko Ueda</li> <li>● ASCCC Part-time Faculty Liaison: Maggie de Vera</li> </ul>	Treasurer, Secretary & Faculty Liaisons	~4:23pm 5 min	Information
4. Closing Procedures				

No.	Item / Description	Presenter(s)	Approx. Start Time (min)	Action?
4.1	<p>Final Announcements (The AFT steward mixer secured a room; see above the discussion about the mixer which will be located in 18-206. Susan added the information about the Flex agenda to her information.)</p> <p><i>President or facilitator elicits final announcements about upcoming deadlines, events, scheduling changes, etc.</i></p>	President / Faciliator	~4:28pm 2 min	Information
4.2	Adjourn (4:29)	President / Facilitator	~4:30pm	Procedure