

Academic Senate of College of San Mateo



Tuesday, January 14, 2025
2:30pm - 4:30pm

Building 19, Room 121
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 (absent)

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

Division & Student Representatives	
Student Representative	Anthony Pena Vasquez / Simon Htet (absent)
Academic Support & Learning Technologies / Library	Matt Montgomery (absent)
Academic Support & Learning Technologies / Library	Wesley Hingano (Zoom)
Business/Technology	Hellen Pacheco
Business/Technology	Kimberly Salido
Creative Arts/Social Science	Leighton Armitage
Creative Arts/Social Science	Maggie de Vera (absent)
Kinesiology/Athletics/Dance	Kajari Burns (absent)
Kinesiology/Athletics/Dance	Sarah Artha Negara (absent)
Language Arts	Mick Sherer
Language Arts	Robbie Baden (absent)
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)	Approx. Start Duration	Action?
1.1	<p>Call to Order (2:37 having one short for Quorum and had planned on starting with non-action items, but quorum was achieved at 2:38.)</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	~2:30pm 2 min	Procedure
1.2	<p>Adoption of Today's Agenda (Leighton Armitage Motion & Jennifer Howze-Owens 2nd. Roll Call vote with: 10 Yes, 0 No, 0 Abstained)</p>	President / Facilitator	~2:32pm 2 min	Action
1.3	<p>Adoption of Consent Agenda (Beth LaRoche Motion & Emily Cotla 2nd. Roll call vote with: 10 Yes, 0 No, 0 Abstained)</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"> ○ November 26, 2024 	President / Facilitator	~2:34pm 5 min	Action
1.4	<p>Public Comment (Mick Sherer had an idea about how we could potentially support the funding for people to come to interviews in-person. He'd like to explore using Senate dues for bringing candidates. Beth LaRoche would support this use of funds citing the that if we can spend money on advertising to bring in interviewees, then we should consider spending money to bring more candidates to interviews.)</p> <ul style="list-style-type: none"> ● Questions/comments on non-agenda items ● If more than one public commentator is present, comments may need to be 	Public	~2:39pm 6 min	Information

	limited to 1-2 minutes to accommodate everyone			
2. Standing Agenda				
No.	Item / Description	Presenter(s)	Time	Action?
2.1	<p>Presidents' Report (Informational update on hiring committee appointment for Dean of Math/Science: One of the faculty members of the committee, Darryl Stanford, stepped down from the committee just before the end of the fall term, thus the VP of Instruction, Danni Redding Lapuz, would like to know if there is a need to have a third faculty member, or if we believe that we have adequate representation without Darryl. Also of note that adding another person would take at least 2 weeks, so Danni and Todd question whether adding another faculty voice is worth the delay. Brandon Williams clarified the typical number of faculty on a dean hiring committee. Todd said there isn't a typical number and because it is an administrative position, which isn't dictated in number like a faculty committee would be. Beth LaRochelle feels that it is a fine number, explaining that she is a member of the committee. Todd is also fine with moving forward with the current committee. Wendy Whyte is also in favor of getting the committee going. Mick Sherer wanted to clarify whether someone couldn't be added later in the process if the need existed; the response was that is not possible. There were no strong objections, so the committee will move it forward with one less faculty member than originally intended.</p> <p>ASCCC: The ASCCC has a few upcoming events offered. One is a two day conference in San Diego Academic Academy focusing on AI held 2/20 to 2/22. April 10-12 the Part-Time Institute will be held so adjunct faculty can learn more about being involved in State Academic Senate. They also offer some webinars that are totally free and you can just drop into them, like the one on the State Budget. The Leadership Institute 2025 is happening in June 12-14 in San Francisco at the Hyatt Regency and the DAS is trying to get funds to send as many people as possible since it is local. Another big event is the Spring Plenary April 24-26 in Irvine. Todd is attending through District funding and the college will fund one person, so he</p>	Todd Windisch & Daniel Keller	~2:45pm 10 min	Information

	<p>suggested anyone with an interest to keep that funding in mind.)</p> <p>DAS: The first meeting of the year will be February 10th. Regional Curriculum North on March 14th with a topic of Common Numbering. Curriculum in July where you would be learning about becoming a Chair.</p> <p>IPC: The first meeting of the year will be February 5th.</p> <p>BOT: The first meeting of the year will be January 25th.</p> <p>DPGC: The first meeting of the year will be February 3rd.</p> <p>Calls for participation: Appointments were made to IPC, Safety Committee, and Technology Committee.)</p> <ul style="list-style-type: none"> • Darryl Stanford stepped down from the Dean of Math/Science Search Committee • ASCCC Events for Spring • District Academic Senate (DAS), Feb 10 • Institutional Planning Committee (IPC), Feb 5 • Board of Trustees (BOT), Jan 25 • District Participatory Governance Council (DPGC), Feb 3 • Calls for Participation: <ul style="list-style-type: none"> ○ Institutional Planning Committee (1 faculty member appointed by Senate) ○ Safety Committee (1 faculty member appointed by Senate) ○ Technology Committee (1 faculty member appointed by Senate) 			
2.2	Curriculum Committee Chair Report (Jeremy Wallace was not in attendance to update the Senate. Beth LaRochelle let the Senate know that the next meeting is on Thursday, 1/16.)	Jeremy Wallace	~2:55pm 3 min	Information
2.3	Distance Education Committee Chair Report (Jennifer Howze-Owens updated the	Jennifer Howze-	~2:58pm	Information

	Senate that the committee will be bringing back the AS Accreditation Rubric in their next meeting. This agenda item was tabled in December. Todd will put the AS Accreditation Rubric on the agenda in February.)	Owens	3 min	
2.4	Committee on Teaching and Learning Chair Report (Susan Khan wasn't present to provide any updates, but it was announced that the committee's first meeting will be Monday, 1/27.)	Susan Khan	~3:01pm 3 min	Information
2.5	Student Representative Report (There wasn't a student representative present. Todd Windisch will check on representation for the Spring.)	Anthony Pena Vasquez / Simon Htet	~3:04pm 3 min	Information
2.6	Other Officer & Liaison Reports (Even though it was necessarily a liaison's report Teresa Morris said she had attended the IPC retreat for the EMP on last Tuesday, 1/7. There was discussion of priorities and work toward goals and there will be more discussed in the next IPC meeting. She believes there will be an open invitation for input and feedback and believes people should come and join the conversations so input can be used to guide changes and improvements especially in things like program review.) <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: Wesley Hingano ● ASCCC Legislative & Advocacy Liaison: Emily Cotla ● ASCCC IDEAA Liaison: Makiko Ueda ● ASCCC Part-time Faculty Liaison: Maggie de Vera 	Treasurer, Secretary & Faculty Liaisons	~3:07pm 3 min	Information
3. Senate Business				
No.	Item / Description	Presenter(s)	Time	Action?

3.1	<p>Resolution in Support of Undocumented Students (This resolutions was first presented in the December 10th Senate meeting. Todd took Guillermo Cockrum’s notes from the discussion and created a final draft. The final draft is linked on the Senate website.</p> <p>Time was given to review the final draft.</p> <p>Discussion was initiated by Daniel Keller to ask whether Skyline or Canada have similar resolutions. Todd Windisch indicated that due to the speed of the resolution turn-around he doesn’t know because it hasn’t been brought up in DAS, so he can’t speak to similar resolutions at the other colleges. Todd said that as an ESL instructor he feels this is important for ESL students, citing that it will help eliminate their anxiety in the changing political landscape; he feels that there will be an impact on the undocumented students. Todd has been on the front lines in helping to protect and inform students of their rights, and he likes the idea of showing the students support with this resolution. Wendy Whyte asked if the Community Colleges are protected areas. Todd said that ICE or the Federal immigration body is not allowed to interact one-on-one with students or teachers on campus and they are to be directed to the office of te President. Beth LaRochelle said that when she was in graduate school and there were rumors of ICE coming, undocumented became fearful and mothers in the elementary school where worked wouldn’t send their children out of fear, which was not productive and the rumors didn’t have basis. Beth feels that freely flowing information will help keep gossip at a minimum and give safety. Teresa Morris wanted to know if this was a first read. Todd indicated this is a second read and that he has hope that action will be taken today. Wendy Whyte wants to wait to see what happens after administration change at the national level before voting on this resolution; her objection was noted. Brandon Williams wanted to know who was contacted about drafting of this resolution. Todd indicated that Heidi Pereira, Manuel Delgado, Matt Montgomery and a couple of our Senators were definitely asked. Mick Sherer wanted to make it clear that it is fine to vote and adopted the resolution now, and then get more feedback and make changes later based on what happens as the administration changes occur and actions are taken in response to new national administration policies. Mick feels that this resolution is just calling out our support for students and is open to later change on an as needed basis. Todd said that a motion and second are needed to vote on it today. Mick wants to know if there is any change needed. Wendy had issue with providing resources, and Todd countered with the fact</p>	Guillermo Cockrum	~3:10pm 35 min	Action
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	<p>that those resources are already there and this would simply help direct students appropriately. There were several other things that Wendy had issues with because she believes that they are already covered under the general purview. Teresa asked about the last resolved in the resolution. Todd acknowledged that the wording in that resolved is awkward and welcomed any wordsmithing to clean it up. In the last resolved he wants to say that we, at CSM, would advocate that CSM push back as much and as far as possible to support our students. Beth clarified that there is nothing to contradict anything in this resolution. It was clarified that any changes or further resolutions will reference this resolution. Mick made a recommendation that a resolved be added about making a commitment to keep faculty informed about changing factors affecting undocumented students. If we motion to approve we'll add the additional resolve proposed by Mick. The motion was made by Mick Sherer & Beth LaRochelle 2nd. Roll call vote. 9 Yes. 1 No. 0 Abstained. The motion passed.)</p> <ul style="list-style-type: none">● Draft presented at 12/10/24 meeting for discussion: Draft Resolution for Feedback/Suggestions● New (final) draft provided during meeting with time for review and discussion before action			
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3.2	<p>Discussion around Increasing Representation for “Otherwise Unrepresented Faculty” (Todd added this item since it is an action item and it can be discussed any time and the time was available in today’s agenda to hold the discussion. Makiko Ueda added that since the group is a unique make-up nurses (not nursing faculty), personal counselors, child development center (and any other direct report to administration), VROC, EOPS center representation, there are diverse needs represented, so it seems to make sense that there is a need for at least one more representative. Jennifer Howze-Owens wondered about representation to other Senate committees by this group. She knows how taxing committee work can be to the load of faculty and staff, so she wonders if that has been considered. Makiko said that this isn’t being brought up because others have expressed interest, but she’d like the flexibility for there to be two representatives, especially when she sees many vacancies of Senate seats. Todd said that other schools in the District have a variable number of representatives based on the number of faculty, and maybe that would be a consideration. A poll of the room was taken for size of the different Divisions. It seems that adjunct faculty representation increases the number in many Divisions such as ASLT, so Teresa Morris mentioned having specific adjunct faculty member representation. This sparked a lot of discussion about the representation by adjunct faculty and the benefits of that representation as well as the drawbacks. What information would be needed to make a decision about the addition of another representative? Wendy Whyte brought up that Divisions may already have unwritten rules about how the representation is divided within the Division; many Divisions are quite diverse. Mick Sherer wondered about having meetings with the un-represented so the group would have a say in how they were represented; he is concerned about over-representing the voice of 13 to 15 people. Makiko tries to get feedback via email and finds that to be challenging because of the diversity of the group. She mentioned the possibility of having further representation from others in the group and she had a couple of people express interest. Todd said that the next steps would be conversations with the nurses and all other Senate representatives talking to their Divisions about adding to the representation of this small group. A conversation came up about the representation in Senate and delegation to someone else in your absence. Teresa Morris said there was a State Senate update that made that impossible and said to see 2017 notes for more detail.)</p> <ul style="list-style-type: none"> • See Article II: Membership & Quorum for Meetings in Academic Senate By-Laws 	Todd Windisch & Makiko Ueda	~3:45pm 20 min	Discussion
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3.3	<p>Review of Senate Goals, Workgroups and Discussion Topics for Spring Semester (</p> <ol style="list-style-type: none"> 1. AI hasn't been explored in our Senate, but at DAS it has been addressed. Todd Windisch is attending the ASCCC AI Conference in February. Daniel Keller said that the AI workgroup was disbanded due to lack of interest. The primary interest was from Language Arts. Beth LaRoche asked if Daniel would like Senator's take the idea of a work group back to the Divisions and ask about interest. Beth agrees that the diversity of uses and needs makes it difficult. 2. Dues were the next goal brought up by Jennifer Howze-Owens. Since this was brought up today, she felt strongly about discussing dues. Todd said that he can put it on the next Agenda and the Senate can vote on a contribution form and uses of dues. Jennifer Howze-Owens, Daniel Keller, Beth LaRoche, and Mick Sherer will work with Todd to make a draft of a contribution form and coming up ideas. Todd will look at the legalities of using dues too. Mick said that the use of dues to pay for funding to bring interviewees in person should be stated clearly as a pilot. 3. Active workgroup on Title IX. Maggie de Vera, Sarah Artha Negara, Emily Cotla and Todd Windisch hasn't met this semester but will be meeting soon. The group is working on getting Title IX signage put up in public palaces around campus informing students about their Title IX rights and letting them know locations for gender neutral bathrooms and lactation rooms. They are also hoping to get signage in bathrooms in relation to human trafficking. They will be meeting with facilities to begin the conversations. 4. Matt Montgomery and Todd Windisch are meeting for a Senate statement on values and diversity of faculty work. They met only once last semester and hope to get the work going soon this semester. 5. The SLO workgroup is still on-going and they are discussing how Nueventive will impact the SLO and how they can improve the SLO process. They are meeting every 2 weeks or so. There were some members who couldn't continue this semester, so if there is any additional interest, please let Todd know. Currently Daniel Keller, Todd Windisch, and some members of PRIE are in the workgroup. 6. Daniel Keller brought up that the Program Review group needs another person from PRIE since Natalie Alizaga will be going on leave this semester. Todd suggests outreach to Monique Nakagawa. 	Todd Windisch	~4:05pm 20 min	Discussion
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	<p>7. Wendy Whyte feels that the Assessing Online Effectiveness vs In-Person is not our job. Daniel Keller countered that it isn't saying that we are doing the work, but instead making sure that the work is being done. Todd said that it is a pinned item so that we continue to return and discuss the idea periodically. Wendy says a title change would be good if it is to continue to revisit what is being done. She suggested to say, "Stay Apprised." Beth said having it there will also mean that the next executive team will then be aware too.</p> <p>8. Reassign time was brought up by Brandon Williams. Todd had worked on this last year with Karla Grandy. They were developing a process with timelines, a website had been built, and they were waiting on job descriptions for the reassign time jobs. Once Todd gets the job descriptions, then he will share out what has been developed so far. Beth LaRochelle wondered if the Grant Funded positions would be listed as well. Emily Cotla asked about the qualifications for having reassign positions. Todd said that qualifications aren't quite the right term, but that is where the job descriptions come into play. Todd says it is currently on pause as Dani Redding La-Puz transitions into her role as VP of Instructions.</p> <p>9. Are there any bookstore manager updates? Jennifer Howze-Owens was wondering because the next book orders are coming up again. Todd asked for feedback from the Fall orders. Only Yvette Butterworth had positive feedback. Since she was the only one it was suggested that Senators request further feedback from their Divisions. Wendy Whyte asked about computer loans, the Library's involvement, and how the bookstore was involved. Emily Cotla said that with Free College some students qualify for technical aid which is \$300 or \$500 of aid through the bookstore. There was previously a rent to buy program, but the program went away by 2019. Teresa Morris said that the Library doesn't have any more loaner computers even though we are only days into the new semester. The Library distributes the computers but it is the school that purchases, services, and tracks the computers for loan. However the computers haven't been updated in about four years which makes the computers less effective for the students. Teresa brought up equity in that some students can't always take the courses that they want because of lack of technology.)</p>			
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4. Closing Procedures				
No.	Item / Description	Presenter(s)	Time	Action?
4.1	Final Announcements (None. We made a motion and second to adjourn early.) <i>President or facilitator elicits final announcements about upcoming deadlines, events, scheduling changes, etc.</i>	President / Faciliator	~4:25pm 5 min	Information
4.2	Adjourn (4:05)	President / Facilitator	N/A	Procedure