

Academic Senate of College of San Mateo



Tuesday, January 28, 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
Distance Education Committee	Jennifer Howze-Owens
Committee on Teaching & Learning	Susan Khan

Division & Student Representatives	
Student Representative	Anthony Pena Vasquez / Simon Htet (both absent)
Academic Support & Learning Technologies / Library	Matt Montgomery (absent)
Academic Support & Learning Technologies / Library	Wesley Hingano (absent)
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
Math/Science	Wendy Whyte
Math/Science	Beth LaRochelle (absent)
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 (2:34)</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 (Emily Cotla & Kim Salido 2nd. No discussion. 11 Yes. 0 Nay. 0 Abstain.)</p>	President / Facilitator	~2:32pm 2 min	Action
1.3	<p>Adoption of Consent Agenda (Todd Windisch pointed out that the full-time member for Photography is coming from Skyline thus they are approving that member of the hiring committee. Jeramy Ball is being approved by us to be on Skyline's hiring committee since they don't have a full-time faculty member in Philosophy.</p> <p>Brandon Williams had a change in the 12/10 minutes in 3.4 removes that statement after the, "come in person." Brandon also clarified as to whether we have any part time faculty in Photography. Motion from Jennifer Howze-Owens & Emily Cotla 2nd. 11 Yes. 0 Nay. 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"> ○ December 10, 2024 	President / Facilitator	~2:34pm 5 min	Action
1.4	<p>Public Comment (Daniel Keller has been talking to students about what is happening in current events and there is a lot of fear and anxiety being expressed with respect to</p>	Public	~2:39pm 6 min	Information

<p>deportation, and he expects to hear worries about food services and such tomorrow. He has 3 undocumented students that didn't show up on Monday. One student had a domestic violence issue that they didn't report out of fear of deportation. He wants us to do more as a college to get accurate information out to the students about how the Federal policy changes will affect them. Makiko Ueda added that on Wednesdays there is a support group which was announced last week. Wendy Whyte said that there was a press conference from the White House this morning that informed the public what one-on-one services wouldn't be frozen. Todd Windisch added that in summary that what he is hearing is most important right now is to get accurate and time updates to our students. Emily Cotla said conversations from the Chancellor was shared with the counseling faculty by their Dean about what info to provide to students. Todd said that in the interim everyone should be sending him any pertinent info so he can distribute it if he hasn't seen it.</p> <p>Mick Sherer brought up concerns surrounding the photocopiers in Building 15 and 10. Mick linked the issues with the copiers to the failure in bookstore adoptions in English department. Because there weren't books for students, the English faculty were copying books so that they could teach their curriculum. He wants to know the contract level information about these issues so that the photocopiers can be fixed in a timely manner.</p> <p>Jeremy Wallace brought up the budget. He said that there is a \$5 million deficit that essentially goes back to the Free College initiative. There are many budget freezes which can also be related back to the copier issues. There was reportedly a refusal by the college to pay for dues that have to do with playing sports at the state level. Todd will address a little today in the President's report and there can be further discussion later potentially with President Manuel Alejandro Perez now that the concerns have been brought up here at Senate. Gerardo Ramirez, VP of Administrative Services, is also coming to do an overview of the Finance Committee and talk about ways to partner to create more clear communication between the committee and the Senate. Robbie Baden added that he'd like to hear from our President about this budget concerns.)</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 limited to 1-2 minutes to accommodate everyone 			
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2. Standing Agenda				
No.	Item / Description	Presenter(s)	Time	Action?
2.1	<p>Presidents' Report (Coast Side: There is a planning committee for the Coast Side facility that meets biweekly on Friday of which Todd is a part. Anthropology, Communications, ESL, Ethnic Studies, and Fire Academy are departments offering classes at the new facility. Only the Anthropology will potentially be canceled. Class are to start this week. There have been talks at different times about the different student and instructional services that can be offered at the site. No discussions are being made for Fall, but that should be coming soon. The document Todd Windisch shared is not publicly available, though it was posted as part of the agenda. Wendy Whyte wanted to know about the advertisement of the facility. Todd said that there are flyers being put out in the area, and the facility was just added to Google maps.</p> <p>DAS: Has not yet met.</p> <p>IPC: Next Wednesday, 2/5 is the first meeting for the Spring. In the last meeting of the Fall, they had a budget update. The information shared in the update is linked below. The information in the presentation is high level, but we could have the presenter or the another college representative come to us for a more in-depth accounting.</p> <p>BOT: There is a meeting on Wednesday. The Chancellor is interested in exploring a process to alert the faculty and staff when a certain amount of PD funding has been reached by individual faculty/staff/admin. Incoming and outgoing DAS presidents were having a conversation with the Chancellor that will modify any potential limits on</p>	Todd Windisch & Daniel Keller	~2:45pm 10 min	Information

	<p>faculty PD funding since it is part of the faculty contracts to engage in PD.</p> <p>DPGC: They have not met yet. A list of the board policies was sent out yesterday and Todd will look them over and bring any to our attention that he feels need to be discussed.)</p> <ul style="list-style-type: none"> ● Coastside update (start date & schedule) ● District Academic Senate (DAS) ● Institutional Planning Committee (IPC) & Accreditation <ul style="list-style-type: none"> ○ Financial Update at IPC, December 11, 2024 ● Board of Trustees (BOT) ● District Participatory Governance Council (DPGC) ● 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	<p>Curriculum Committee Chair Report (Last Thursday, 1/23, the committee elected Malathi Iyengar as the new Chair beginning Fall 2025. Malathi will be shadowing Jeramy Wallace this Spring which will occasionally include attending Senate meetings. Malathi was present for today's meeting.</p> <p>The committee is close to finalizing the new GE pattern. This past week they were working on the Oral Communications and Critical Thinking area as well as the Mathematical Concepts and Quantitative Reasoning area. They also approved the remaining three Academic and Career Communities degrees. These are interdisciplinary degrees.)</p>	Jeramy Wallace	~2:55pm 3 min	Information
2.3	<p>Distance Education Committee Chair Report (The committee is finalizing the letter to sent to the Deans this week. The deans will send it out to faculty for the 2025 QOTL distance ed training and RSI Regula Substantive Interaction training for this year. Next meeting they will bring the ACCJC rubric so that the Senate can weigh in on the new rubric. Make sure that you are looking for the training opportunities to be sent out by the Deans.)</p>	Jennifer Howze-Owens	~2:58pm 3 min	Information

2.4	Committee on Teaching and Learning Chair Report (CTL met yesterday for our January meeting. We reviewed the feedback from January's Flex Day. We discussed our upcoming Flex Day on April 17. We also are working on a proposal for a new process for Flex Day planning and submitting session proposals that will give us more time for planning, for getting broader input from the campus community, and for ensuring more continuity and follow-up between Flex Days. Will hope to share more on that soon.)	Susan Khan	~3:01pm 3 min	Information
2.5	Student Representative Report (We don't have a student representative here today.)	Anthony Pena Vasquez / Simon Htet	~3:04pm 3 min	Information
2.6	Other Officer & Liaison Reports (No reports.) <ul style="list-style-type: none"> ● CSM Faculty Dual Enrollment Liaison: Leo Cruz ● ASCCC CTE Liaisons: Christy Baird & Beth LaRochelle ● ASCCC OER Liaison: Jennifer Howze-Owens ● ASCCC Rising Scholars Faculty Liaison: Wesley Hingano ● ASCCC Legislative & Advocacy Liason: 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>Q&A about SMCCD’s Revised Drop for Non-Payment Policy (Alex Guiriba is joining via Zoom as the VP of Student Services. He meets regularly with Todd Windisch and understands that there are some questions from the Senate around the Drop for Non-Payment policy. David Crafts couldn’t join the discussion today, but Steven Trinh will join soon.</p> <p>The current policy states that if a student has completed one or more units in the District and has a balance of \$199 or less then the student will not be dropped for non-payment. This policy went into effect May 2024, and became effective in the summer of 2024. The data for drops for non-payment was assessed and it was found that many were for balances under \$200. Alex wants to credit Dr. Wissem at Canada for doing the work and putting together the data to show the trends. Dr. Wissem worked with the team to make policies.</p> <p>The counselors wanted to know more about the policies, so Alex opened the floor to everyone for further questions.</p> <p>Wendy Whyte wanted to know if there was a payment plan option. Emily Cotla said that there is and that a student who misses a payment could get dropped.</p> <p>Emily wanted to know about new and incoming students, students who are working to change residency status and how they are affected. Alex clarified that this is currently only for students who are continuing and returning. Alex said that there are different circumstances such as Veterans and Promise students who aren’t dropped at the same threshold. The Promise students aren’t dropped for non-payment and Veterans have a higher threshold. Alex asked for Steven Trinh’s input on Emily’s questions.</p> <p>Residency re-classification would be exempt from being dropped. Veterans are also exempt from being dropped for non-payment because they are essentially a third-party payment.</p> <p>Drop for non-payment is only for before the semester begins. The students wouldn’t be dropped after the semester begins for non-payment. Todd came up with a scenario to help clarify the situation: “An international student registering one day before the semester starts who didn’t pay. What will happen?” Steven said that isn’t one of the</p>	Alex Guiriba & Steven Trinh	~3:10pm 15 min	
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afore-mentioned cases. In this scenario there must payment ten days before the semester starts. What happened for the Spring 2025 semester was that at midnight on Sunday, 1/12, continuing students were dropped for non-payment of fees exceeding \$199. If a student hadn't paid by the end of the semester, say April for summer or May for Fall, then they couldn't register for the next semester.

Brandon Williams clarified as to whether the students are notified that they have to pay after they register for a class. Steven said that the students are told upon registration how much money that they pay. Each day they receive an email telling them how much they have to pay and the deadline. Jeremy Wallace asked about the ability to send text messages to students instead of emails, and Steven said that due to FERPA rules regarding texting students have to opt in for texting and there must be further investigation from a legal circumstances, before texting can be made available to send this type of messaging.

Makiko Ueda asked about new students and if they might miss these emails missing because they are new to the system. Steven said that new students don't receive emails through their new "my.smccd.edu" emails until long after these messages are sent; new students receive emails to their personal email address on record to avoid such issues.

Historically students were dropped for any amount and then it was changed to \$50 to cover the student fees and maybe the cost of a textbook. The \$199 was adopted based on the cost of a class and a book. A study was conducted to determine this based on data from Spring 2023 through Fall 2023. The majority of fees owed (71% if not mistaken) were in \$1 to \$199 range. There were still quite a few that were \$500 or more, which were a concern, but the 71% was the deciding factor especially because so many of those re-enrolled semester after semester.

Brandon shared the story of a new student who was dropped over the break for non-payment even though they should have been covered under SBA93 (free college). Steven said there have been a few circumstances that have arisen like this, and A&R has helped students work through the drops. Faculty should reach out to A&R to get the student assistance in getting into any courses from which they were dropped and could not attain a position due to inappropriate drops. Steven did note that a waitlist

<p>can't be overridden. There are other things that A&R can do to get the students re-enrolled into a class from which they were accidentally dropped for non-payment.</p> <p>Brandon and Emily will set up something with their department to get the information to the Counseling Faculty.</p> <p>Steven said when a hard, firm policy is in place it will be made available. Right now they are trying to setup an SOP (standard operating procedure) so that the entire district is operating in the same way. Brandon wants to know if the policy can be placed on the website. Emily agreed and said that especially the 10-day policy. Steven said that the policy is at the Chancellor's level at this time, so it is still coming through. Alex said that since it was made a rule in May of 2024, there can be a policy put into writing through Dr. Aaron McVean in the Enrollment Services Committee (ESC). Once established the policy can be placed on the website and the catalogue. Todd said that not only should the drop for non-payment policy language be clarified that other language should also be clarified and put into the website and catalogue. Steven, Alex, and David Crafts and Claudia who is a financial aide advisor, should receive language clarification so it can then be taken to ESC and the other two campuses.</p>			
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3.2	<p>Senate Dues/Scholarship Discussion (Todd Windisch, Jennifer Howze-Owens, Daniel Keller, and Beth LaRochelle met to discuss ideas last week. The ideas have been tracked in the Google doc linked below. The discussion's main focus was:</p> <ol style="list-style-type: none"> Getting a dues drive back up and running Current use of funds in bank How to use funds in the future <p>Todd showed the dues form that he had worked up based on other forms he'd seen. This is not the form that Jeramy sent from previous Senate dues drives.</p> <p>Brainstorming:</p> <ul style="list-style-type: none"> Jeramy Wallace said \$50 for full time and \$20 for adjunct for a year was a past option. He also wanted to know if the dues still being collected from previous drives. Jeramy said his stopped, but Todd said that there are still funds coming in. Wendy Whyte asked about money allocation to adjuncts for things like gas A March dues drive with tabling events was offered as an option Todd found many schools called out in their website what dues are used for and suggested decision be made prior to a drive One purpose of due is to provide student scholarships. It was suggested to impose a maximum percentage of dues to be used for non-scholarships so that scholarships can be maximize Funding for in-person interviews has been proposed though Todd has concerns about the cost and would rather pursue District funding for that purpose Expand ASCCC PD opportunities Sponsoring graduation regalia for students though a system or process would need to be put together Faculty retreats and community-building. Snacks to help encourage the attendance of Senate meetings Donations to non-profits that have been vetted by Senate. Looking into tax benefits for donations Student PD, partnered with ASCSM, though Todd recommends collaboration Awarding faculty excellence. Suggestions for awards included a plaque or a monetary award. Student involvement in awarding which would be helpful in 	Todd Windisch	~3:25pm 35 min	Discussion
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building community.

- Documentation on how much is acquired in the drives and how funds are used was recommended.

Funds available in November were \$8228.69

We need to establish timelines to decide on the scholarships this year. However, we first need to know how much will be relegated to scholarships this year. Last year we used \$2000. Todd was thinking about doubling it to \$4000 this year. Jeremy said that doubling the amount would be nice. Todd noted that doubling the money, doesn't necessarily mean doubling the students; that would be a discussion for the committee to bring back to the Senate for further discussion. Last year 8 students were awarded \$250 each. Kimberly Salido asked how many applied last year. Todd said that there was a large pool and we choose the criteria by which to narrow down the choices. Makiko asked about scholarships geared toward non-resident students. Emily said that there were those and undocumented students represented last year. Todd said that they are also trying to partner with the UCC, the Undocumented Community Center, . He and Danny have reached out to the center and are setting up a meeting to discuss scholarships that the foundation may can promote, if they have ones of their own. Wendy asked about external companies being represented. Emily said that there are external scholarships on the website, but they are there as resources for the students to go outside. Jennifer brought up learning community representation and wondered if application workshops would be something that we could help to offer because some applications weren't strong enough to be chosen.

A tentative timeline was established which included a discussion in January, making decisions for amounts and number in February, a drive for dues in March, Scholarship Committee bring their scholarship names to Senate for approval on March 25.

Interest in Work Group:

- Emily Cotla wants to do it again. She shared that they read the scholarship website, they decided on their criteria, then they still needed to narrow the focus because of the volume. There were many to read, but they enjoyed reading about students from a perspective that they normally don't get.
- Jennifer Howze-Owens agrees with the process used last year. She shared that

	<p>each person had their top applicants, and they brought the stories of the students into the decisions. She shared that they were also invited to a Scholarship event where they could have learned more about the students.</p> <ul style="list-style-type: none"> • Todd Windisch added that the rubric was easy to use. He said last year the members had their own lists, but this year maybe there could be overlap with a longer time line. • Work group expectations were laid out. Todd said that he will be on the work group. Others can be represented outside Senate as well. <p>)</p> <ul style="list-style-type: none"> • Google Doc for collecting information and guiding discussion <ul style="list-style-type: none"> ○ Creation of a dues collection form ○ Document how funds are used ○ Timeline for 24-25 Academic Senate scholarships and fundraising 			
3.3	<p>Form Senate Scholarship Workgroup & Establish Budget for 24-25 Scholarships (A vote was put forth to approve a \$4000 scholarship budget. Jeramy Wallace Motion & Jennifer Howze-Owens 2nd. 11 Yes. 0 No. 0 Abstained.</p> <p>Voting to appoint Todd Windisch and Emily Cotla to a scholarship work group. Robbie Baden Motion & Helen Pacheco 2nd. 12 Yes. 0 No. 0 Abstained.)</p> <ul style="list-style-type: none"> • Vote to establish 24-25 scholarship budget • Vote to appoint faculty to Senate Scholarship Workgroup <ul style="list-style-type: none"> ○ Scholarship logistics meeting with Claudia Menjivar (Director of Financial Aid Services) & Kristopher Disharoon (Program Service Coordinator, Financial Aid Services) Feb 5, 2:00pm - 3:00pm • Senate Scholarship workgroup will bring back proposed distribution plan for approval in February and a list of student recipients by the March 25 meeting 	Todd Windisch	~4:00pm 5 min	Action

3.4	<p>Discussion about Frequency & Day/Time of Senate Meetings (This was brought up as a point of discussion by Yvette Butterworth, but this isn't the first time it has been discussed. The reason for the discussion is because the meeting times and dates sometimes make it impossible for some faculty to join Senate. Jeramy Wallace added that Science and Athletics couldn't come regardless of the day. Wendy Whyte said that the Science faculty are only available on Fridays and therefore the division already has meetings at that time. Yvette brought up that her idea wasn't about the day and time so much as the duration and frequency. Daniel Keller brought up more frequent meeting issues and getting voting done without time to find out if the constituents could return feedback. Brandon Williams asked if wouldn't it still impact people the same way if the meetings were only 1 hour. Wendy Whyte was asked if the labs could more easily work around an hour meeting time. Susan Khan clarified as to whether a morning meeting time would improve availability. Robbie Baden and Mick Sherer both noted that parents often need to leave early. Robie also asked a little more about 1 hour meetings every week. Daniel Keller said that shorter English meetings were more productive. Kimberly Salido said that every week wouldn't work for her. Emily Cotla wasn't sure that changing things would make it different or easier for those who are effected by the 2 hour block in the afternoons. Makiko Ueda has no opinion of either time, but she can't schedule any on-going students during the Senate block regardless if the meetings are twice monthly or every week.</p> <p>Suggestions for feedback? Should options be put out as a poll? Should we only put out a poll to affected divisions? Todd wonders if we should come to a effected division meeting to talk about the options. Wendy suggested talking to the deans of affected divisions to gather ideas. A discussion occurred about the scheduling ideas. It was agreed discussions with deans is a good idea. Jennifer Howze-Owens felt that a poll for the Senate representatives to take back would be a good idea.)</p> <ul style="list-style-type: none"> ● Concerns that our current bi-weekly Tuesday afternoon schedule can exclude certain faculty groups ● Discussion of strategies to elicit feedback from larger faculty body and disproportionately impacted departments (e.g. science, athletics) 	Todd Windisch	~4:05pm 20 min	Discussion
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4. Closing Procedures				
No.	Item / Description	Presenter(s)	Time	Action?
4.1	Final Announcements (None) <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 (4:20)	President / Facilitator	N/A	Procedure