

## Academic Senate of College of San Mateo



Tuesday, February 25, 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	
<b>President</b>	Todd Windisch
<b>Vice President</b>	Daniel Keller (Zoom)
<b>Secretary</b>	Yvette Butterworth
<b>Treasurer</b>	Stephen Heath (2:58)

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

Division & Student Representatives	
<b>Student Representative</b>	Anthony Pena Vasquez / Simon Htet (both absent)
<b>Academic Support &amp; Learning Technologies / Library</b>	Matt Montgomery
<b>Academic Support &amp; Learning Technologies / Library</b>	Wesley Hingano (2:59)
<b>Business/Technology</b>	Hellen Pacheco
<b>Business/Technology</b>	Kimberly Salido
<b>Creative Arts/Social Science</b>	Leighton Armitage
<b>Creative Arts/Social Science</b>	Maggie de Vera
<b>Kinesiology/Athletics/Dance</b>	Kajari Burns (absent)
<b>Kinesiology/Athletics/Dance</b>	Sarah Artha Negara (absent)
<b>Language Arts</b>	Mick Sherer
<b>Language Arts</b>	Robbie Baden
<b>Math/Science</b>	Wendy Whyte
<b>Math/Science</b>	Beth LaRochelle
<b>Counseling</b>	Emily Cotla
<b>Counseling</b>	Brandon Williams
<b>Enrollment Services and Support Programs</b>	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	Adoption of Today's Agenda (Motion & Leighton 2 <sup>nd</sup> . 12 Yes. No. Abstain.)	President / Facilitator	~2:32pm 2 min	Action
1.3	<p>Adoption of Consent Agenda (Motion to adopt the Consent Agenda as presented Beth LaRochelle &amp; Wendy Whyte 2<sup>nd</sup>. 12 Yes. 0 No. 0 Abstain.)</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"> <li>● <a href="#">Approval of faculty appointment(s)</a></li> <li>● Draft minutes from previous meeting(s)... <ul style="list-style-type: none"> <li>○ <a href="#">January 28, 2025</a></li> </ul> </li> </ul>	President / Facilitator	~2:34pm 5 min	Action
1.4	<p>Public Comment (Makiko Ueda from the Wellness Center wanted everyone to be aware of a structural change in her area and that she no longer reports to the Director of the Wellness Center, but now to David Crafts the Dean of Enrollment Services and Support Programs. Any student mental health concerns please refer to CARES or Makiko Ueda or Gil Perez.)</p> <ul style="list-style-type: none"> <li>● Questions/comments on non-agenda items</li> <li>● If more than one public commentator is present, comments may need to be limited to 1-2 minutes to accommodate everyone</li> </ul>	Public	~2:39pm 6 min	Information

<b>2. Standing Agenda</b>				
No.	Item / Description	Presenter(s)	Time	Action?
2.1	<p>Presidents' Report</p> <p>(The Commencement Committee is preparing to set the date for the ceremony. They are planning to move the ceremony to Thursday at 5pm instead of Friday due to the conflict with the holiday and maybe some contract issues. The committee will be presenting their plan at Cabinet and then they will be making a finalization. Beth La Rochelle doesn't like the last-minute change and laments that she already made plans in January that now can't be changed. A member of senate brought up that since the last day of semester is the Thursday, then the attendance by the faculty can't be compulsory if the ceremony is held on Friday, which is likely the reason for the change.</p> <p>Todd recently attended a training with Hellen Pacheco on building your own bot. The experience included a free Play Lab account (playlab.ai) that is private within school system. They learned to build bots for their own classroom. There were plenty of guardrails built into the system if anyone is fearful. Unfortunately due to high demand there is a waitlist to get a Play Lab account, but feel free to reach out to Todd Windisch to learn more. Todd does have an account so he can show interested parties what is available so individuals can decide if this is something that they'd like to personally pursue for their own courses.</p> <p>Todd also attended a general session on the Digital Center of which CSM is a founding partner along with DeAnza/Foothill. There wasn't a lot of info yet. The Chancellor didn't quite know how the faculty would be incorporated into the Digital Center, but that each college would be responsible for working out its own internal</p>	Todd Windisch & Daniel Keller	~2:45pm 10 min	Information

operations. The State AS President, Cheryl Aschenbach, asserted that they create a system for faculty participation. Todd brought to the attention of Dr. Aaron McVean that our district would need to create a system for faculty participation in the project. The District is currently working on a DAS subcommittee that will be advisement for the Digital Center; it will probably be housed under the District Committee on Teaching and Learning.

President Manuel Alejandro Perez sent a follow-up from his recent visit. The following are his Q&A responses.

Textbook adoptions can be submitted via:

- CSM Formstack forms. The blank template allows faculty members list Book and Non-Book items for the course. There is an option for faculty members to check copy previous semester option. The bookstore has historical adoptions, we will copy it or reach out to the faculty member for clarification. Formstacks Link [https://smccd-czqfp.formstack.com/forms/csm\\_course\\_materials\\_reporting](https://smccd-czqfp.formstack.com/forms/csm_course_materials_reporting)
- Email. Faculty members can send their course materials request to [csmbookorders@smccd.edu](mailto:csmbookorders@smccd.edu). It should include course, section and CRN, Author, title and edition of the book. ISBN is highly preferred and if the material is required or recommended.
- The CSM Bookstore will also be piloting the online adoption tool via the textbook application system. I will run a small pilot with some faculty in a Division for fall. We will get faculty and Division input before we launch fully.
- If a faculty member indicates items on their book order as OER/ZTC, the item is vetted by the VPI office. Once vetted and the entire course is OER/ZTC, the list of courses is released to division assistants for coding in Banner for WebSchedule

1. Tech: What is the process for the sale of technology in the bookstore (laptops, ipads, etc.)?

- Technology items available for sale can be found at [College of San Mateo Bookstore \(https://bookstore.collegeofsanmateo.edu/Merch/technology\)](https://bookstore.collegeofsanmateo.edu/Merch/technology). These items are available for student purchases (FreeCollege?SB893 as well as faculty and staff using personal or student funds. We are in talk with other

vendors to add new line of products in the near future.

1. Faculty are inquiring about how to purchase tech from the bookstore.  
- There was an interest-free loan program under-written by HR for SMCCD employees called Loan-to-own. Permanent employees were allowed to purchase a computer system and up to 4 accessories and were allowed to pay it back at zero interest over 20-24 month (2year) payroll deduction. That program is currently not active. David Feune will be able to provide update if the program will be restarting. Current tech items can be found at [College of San Mateo Bookstore \(https://bookstore.collegeofsanmateo.edu/Merch/technology\)](https://bookstore.collegeofsanmateo.edu/Merch/technology).

## 2. Technology

1. Loaner laptops from the library are now outdated or seem to be needing a refresh. Can we share an update on the technology refresh process, and any possible next steps?
  - The Library submitted a Fall 2024 Resource Request for 30 laptops and they are waiting for approval.
  - To prepare for Windows 10 reaching its end of support on October 14, 2025, ITS is upgrading all computers (including laptops) to Windows 11. ITS estimates that approximately 300 computers will be ineligible for the upgrade, and a funding source will need to be identified to address replacement of these computers. Danni (VPI), Yoseph (ITS), Annette (ITS), and Gerardo (VPA) will be meeting this semester to discuss next steps.

Dear Colleague letter is not law. It is just an interpretation of the Law from the Department of Education, so there will be no changes at CSM until there is actually legislative change.

There is a new page on AS page entitled Faculty Appointments (see the link below). Todd is starting to link the notes where we made the appointments. This page has been sent out to the Deans. Jeramy made a comment whether this is all the committees. Todd explained that it is only the committees to which Senate makes appointments. He suggested that a comment be made about committee appointments that are made by Divisions. Todd asked to send any more comments.

	<p>Last week there was a meeting for the Budget Committee and there should be a recording of the meeting available. The recording is on the <a href="#">Finance Committee's website</a> under the 2/21/25 meeting.</p> <p>There will be more regular Town Halls like the one coming up on Friday, 2/28 to update on the legislation at the National Level.</p> <p>The recently tenured faculty will be recognized at the upcoming BOT meeting on Wednesday. Our Senate members Brandon and Hellen will be receiving recognition there.</p> <ul style="list-style-type: none"> <li>● “Dear Colleague” letter follow-up</li> <li>● New <a href="#">Faculty Appointments webpage</a></li> <li>● District Academic Senate (DAS)</li> <li>● Institutional Planning Committee (IPC) &amp; Accreditation</li> <li>● Board of Trustees (BOT)</li> <li>● District Participatory Governance Council (DPGC)</li> <li>● Calls for Participation: <ul style="list-style-type: none"> <li>○ Institutional Planning Committee (1 faculty member appointed by Senate)</li> <li>○ Safety Committee (1 faculty member appointed by Senate)</li> <li>○ Technology Committee (1 faculty member appointed by Senate)</li> </ul> </li> </ul>			
2.2	<p>Curriculum Committee Chair Report (Didn't have a meeting two weeks ago on 2/13. This week, Thursday, 2/27, they will be finalizing the local general education patterns and those will be brought to the Senate in the next couple of months. The committee will then begin updating the GE handbooks since the GE has changed quite a bit. Todd noted that is important as it is needed for accreditation. They will also be working on the common course numbering templates in Phase 2 which will be released soon. These numbering templates are developed at the state level. Currently the state is working on Phase 3, and if your discipline has not yet been tasked with using the new templates, you should be looking for that task to come up soon with opportunities to be on work groups and participate in surveys so that you have input</p>	Jeremy Wallace	~2:55pm 3 min	Information

	<p>into the process. A list of upcoming disciplines was read by Beth LaRochelle who is our coordinator. The list included Accounting, Administration of Justice, Art History, Biology, Business, Child Development, Communications, Kinesiology, Ethnic Studies, Mathematics, Music, Early Childhood Development, Microbiology, Philosophy, Political Thinking, Psychology, Behavioral Sciences, and so forth, a total of 47 course. Todd will get an email from the State AS and either he or Beth will be updating the pertinent parties. Beth said that they are mandating what you should teach and thus it is important to stay informed.)</p>			
2.3	<p>Distance Education Committee Chair Report (None since Jennifer Howze-Owens was absent.)</p>	Jennifer Howze-Owens	~2:58pm 3 min	Information
2.4	<p>Committee on Teaching and Learning Chair Report (The committee met yesterday Mon., 2/24. They received feedback on a proposal from SLO Working Group. Overall the feedback was positive, with some questions and discussion to help the committee refine the proposal, which they are bringing to the Senate today.</p> <p>The committee identified the strengths and weaknesses of their existing ILO assessment process. They agreed that their current process, which is basically a handful of questions in the student climate survey that goes out every two years, is inadequate. They are moving towards a consensus on what that process will look like, which they should be able to share shortly.</p> <p>The committee also discussed how they can expand student involvement in professional development. They discussed several ideas such as more student panels at Flex Days, focus group surveys, to using bookstore vouchers from the SMCCCD Foundation as a way to get students involved. They have some more ideas and will share as they develop more concrete plans.)</p>	Susan Khan	~3:01pm 3 min	Information
2.5	<p>Student Representative Report (None of our representatives were available today.)</p>	Anthony Pena Vasquez / Simon Htet	~3:04pm 3 min	Information

2.6	Other Officer & <a href="#">Liaison Reports</a> ( <b>None</b> ) <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: Wesley Hingano</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	~3:07pm 3 min	Information
<b>3. Senate Business</b>				
No.	Item / Description	Presenter(s)	Time	Action?



3.1	<p>Faculty Tenure &amp; Evaluation Software (Kristy Lisle the Interim VP of Instruction from Skyline is here to share. The presentation covers the proposal which she shared at DAS last week. Please see both below to see what her presentation entails. The basic idea is to have software that will allow all schools to have the same process in reviewing full time faculty. Kristy is coming to get our permission to begin discussions at the District level to use such software across the District. Kirsty wants to improve efficiency. She likened the software to a Canvas shell for evaluations; it gives the ability to keep all the materials and reviews organized. She feels there is a benefit across the board. If she can get our approval, the next step would be to convene a Task Force, then there will be quite a few logistics tasks that must be completed, including making sure that there is data analysis. Kristy also feels that the system could add security to the evaluations process. Other benefits include equitable evaluation and easier reporting. Kristy included three different systems that offer this a solution to the task of streamlining and homogenizing the evaluations process across the district.</p> <p>Todd reminded us that this is a discussion item at this time and we will vote on it in the next meeting. Beth LaRochelle commented that AFT should be asked. She also stated that she hasn't seen a system like this. Jeremy Wallace asked about who sees our Portfolios. Kristy said that she looked at everyone's and then it was sent to District Office and to the Board of Trustees. Jeremy was concerned with security of intellectual property. He also had concerns about how the material could potentially be used against him or others with the current climate at the national level. Kristy validated Jeremy's concern. Kristy would like to see a more secure system than what we have by sharing unprotected PDFs to many people. She also feels the tool she is proposing offers an organizational aspect. Robbie Baden asked about the Watermark and Interfolio systems and their security. Instead of going into security of individual systems, Kristy emphasized the vetting process. Matt Montgomery said Interfolio was bought by Elsevier a few years ago and they could data mine the information. Hellen said that it is great to have something like this, but wonders if we couldn't just use Canvas to do the same thing since we already have everything that we need to provide within our Canvas courses. Kristy said that maybe Canvas could be used, but didn't want to stop the exploration because a solution might already be there and risk not finding the best solution. Robbie is wondering why this is coming up and asks if there have been reports of inefficiencies which have brought about the discussions. Kristy</p>	Kristy Lisle	~3:10pm 20 min	Discussion
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said yes, but primarily she is just concerned with the inconsistencies that she saw in going through all the evaluations. She feels that being in Silicon Valley we should be more technical in this process. Makiko Ueda wonders if there is a way to see an example. Kristy said that there is a way in the presentation, but the companies want to demo to you and they will reach out to you and potentially bug you. Instead of having a bunch of individuals doing research on their own, instead a task group could be formed to make evaluations together. Susan Khan asked about what we are voting on. Todd clarified that we will be voting at the next meeting and that we will vote on whether we want to approve the DAS task group who will then bring back a recommendation which would then bring about another vote. Mick Sherer wanted to know who will have the voting power on the end result of the work group and this being mandated at the District level. Kristy suggested that any concerns that the Senate would like to have addressed be put into a resolution to be voted on at the next meeting. Since Kristy is bringing this new process to our District based on her experience in a previous district, Mick wanted to know about the reactions of faculty from her previous experience(s). Kristy said that faculty had positive feedback.

Todd brought the discussion to a close by saying that he will take some of the comments from here and draft a resolution to vote on at our next Senate meeting.)

- [Proposal](#): Create a Task-Group Through District Academic Senate Review of a District-wide Faculty Tenure and Evaluation Software System
- [Presentation](#)

3.2	<p>Academic &amp; Career Communities (ACC) Update (Allie Fasth the Director of Pathways and Promise and Alex Urbina ACC counselor joined us today to update the Senate on the work that ACCs have been doing. Mick Sherer asked how the students are interacting with the coaches and Susan Khan asked how faculty are engaging. Todd also wanted to know about the confusion between Divisions and the ACCs. Allie summarized that the push toward ACCs began in 2018 with a Steering Committee to investigate and increase student engagement and retention under what was then called Guided Pathways. Another part of Guided Pathway’s goal was to investigate the use of the services offered by college campuses and to improve the offerings. Another piece of the work is to increase support and connections. Last summer they went through the students at CSM and looked for students they can offer the most support to, with one of the major factors being whether the students have any other connection to support on the campus. They found 861 students that fit their requirements and are now in their first year of targeting those students. They are leveraging their resources in unique ways, and the Canvas Communities are one of the ways that they are doing that. The ACCs and the Divisions take different approaches. Allie called this process, “Finding the Front Door.” We have good people and support for our students, we need to show the students where to find them. The Campus Connections are being made through the faculty and staff. Some of the ways are the curriculum, IDS degrees, partnerships with OER &amp; ZTC, and mixers with faculty and staff. There will be a mixer on March 5<sup>th</sup> and everyone is invited! Faculty coaches are a way for the faculty to connect with students so they can meet students to show what the field of study looks like and to interact with students in a way that a career coach can’t necessarily match. One of the main tools and resources being used is the Canvas Shells for each of the ACCs. The shells are able to send out event flyers to allow the students to connect with interesting happenings in their area of study. Since the students are already in Canvas, this is a great tool that students already understand.</p> <p>Alex introduced another tool called Program Mapper. The Mapper is a way to explore all the degrees. They can see timelines for completing a degree. The Mapper also shows prerequisites for courses. The Mapper includes recommendations on how to go through the classes in any major. Allie added that the Mapper is a great tool for helping the students make decisions about dropping classes even if you aren’t a counselor. Mapper has been adopted by nearly all the CCs and is also being adopted by the CSUs, which means that we could take our maps and map students toward the</p>	Allie Fasth, Ernesto Hernandez, & Alex Urbina	~3:30pm 20 min	Information
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<p>CSUs paths.</p> <p>Allie added that the funding for ACCs is under Fund one. In addition, there have been funds from the State for the Guided Pathways work. The state funding is sunseting in December 2026. See the presentation for more detail of the budget.</p> <p>Upcoming Events:  ACC Career Workshop (series) Feb. 26 3-4pm  ACC Connections between Staff &amp; Faculty March 5 1-2pm in 18-206  ACC Retention Workshops March 12 1-2pm  ACC Pop-Ups in March &amp; April</p> <p>Jeremy pointed out that some of the classes have prerequisites in the Mapper, but they should be recommended. Allie said that is what Emily Cotla is working on and Emily noted Jeremy's comment. The state is also offering a grant that Allie hopes to secure for the on-going work necessary to maintain and continue to build out the Mapper. Bakersfield Community College already has a link to their CSU, which Allie pointed out is what CSM hopes to do at some point with our CSUs. Wendy asked about connections to career education courses. Allie said that there are connections already existing and there are milestones in the career education instead of the way that it is done in degrees, which will help students to understand the importance of the connections and pathways to a career pathway.)</p>			
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3.3	<p>Student-Learning Outcomes Assessment Proposal (Please see the <b>presentation for all</b> linked on the <a href="#">Senate Website</a> under the 2/25 meeting details.</p> <p>This conversation began last year during Program Review. There seems that there might be some inconsistencies in how departments are assessing SLOs. Some programs are using the new model established in 2018 to come up with a hypothesis and assess it, while others are using the old model, and still others aren't doing anything. The goal is to make SLO assessment: flexible, trackable, participatory, and meaningful.</p> <p>In beginning of the work for accreditation, they found a lot of gaps in the SLO data. There was inconsistency and this brought forth the conversation about adopting Nuventive.</p> <p>As we are giving our data over to Nuventive there were questions about how we could bring the process into alignment while achieving the goals of flexibility, trackability of the data, participation, and meaningfulness. Old SLO assessment under TrakDat wasn't flexible or meaningful, though it was trackable and more participatory. The 2018 model which is inquiry based is flexible and meaningful, but it isn't trackable or participatory.</p> <p>The work group is proposing two options:</p> <ol style="list-style-type: none"> <li>1) Course-level SLO assessment</li> <li>2) Faculty Inquiry Project</li> </ol> <p>All the assessments will be on a three-year rotation. There will be more checks and balances in the process. Inquiry projects will likely require approval, with discussion, and reflection after the assessment is completed.</p> <p>Susan Khan wanted to know if there are any other colleges that have a model like the Opt-In model. Todd said that the Inquiry Project is getting a lot of positive feedback. Beth LaRoche said that the new proposal is nice for her program because there would be someone to have oversight on the projects which in the past have ended up yielding no useful information after several years of work. Kim Salido agreed would be nice in her program too. Todd's biggest concern was faculty workload, and he feels</p>	Todd Windisch & Daniel Keller	~3:50pm 35 min	Discussion
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<p>that these wouldn't add to the burden. One of the bonus' of Nuventive is that it can be linked to Canvas and used to capture the SLOs. Daniel isn't sure that Nuventive will help with the Inquiry Project. The option 2 will be discussed with Nuventive.</p> <p>The timeline is that in February they are getting feedback. In March they will come back to get approval with the details. In April through summer they will be working it out with Nuventive. Implementation will occur in Fall, with trainings at Flex Day.</p> <p>A clarifying question was asked about the PDF process used for program review and Todd clarified that Nuventive will be replacing this process of PDFs.</p> <p>Anymore feedback should be shared with Todd so they can share it with Nuventive and then bring it back to Senate in March.</p> <p>Todd has presented this to Deans and us. It won't to go to IPC until there is more consensus. SAOs are a little bit more challenging than SLOs because they don't always match SLOs. He said that the student services will need to have SAOs outlined a little better because they aren't as defined as SLOs. He is encouraging more permanent lists of SAO. Todd outlined how that might work and explained how the Opt-In model could work with the SAOs as well.)</p> <ul style="list-style-type: none"> <li>● Daniel: Nuventive updates from 2/20/25 workshop</li> <li>● Initial discussion of recommendations emerging from Academic Senate SLO Workgroup</li> <li>● Feedback from discussion used to finish fine details of formal SLO plan to bring back for further discussion and approval in March</li> </ul>				
<p><b>4. Closing Procedures</b></p>				
No.	Item / Description	Presenter(s)	Time	Action?

4.1	<b>Final Announcements (None.)</b> <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