Academic Senate of College of San Mateo

Tuesday, March 11, 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

Standing Senate Commitee Chairs	
Curriculum Committee	Jeramy Wallace
Distance Education Committee	Jennifer Howze-Owens
Committee on Teaching & Learning	Susan Khan

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

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

1. Opening Procedures				
No.	**Item / Description**	**Presenter(s)**	**Approx. Start Duration**	**Action?**
1.1	Call to Order *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.*	President / Facilitator	~2:30pm 2 min	Procedure
1.2	Adoption of Today's Agenda	President / Facilitator	~2:32pm 2 min	Action
1.3	Adoption of Consent Agenda *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.* ● N/A	President / Facilitator	~2:34pm 5 min	Action
1.4	Public Comment ● 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	Public	~2:39pm 6 min	Information

2. Standing Agenda				
No.	**Item / Description**	**Presenter(s)**	**Time**	**Action?**
2.1	Presidents' Report ● District Academic Senate (DAS) ● Institutional Planning Committee (IPC) & Accreditation ● Board of Trustees (BOT)	Todd Windisch & Daniel Keller	~2:45pm 5 min	Information

No.	Item / Description	Presenter(s)	Time	Action?

	● District Participatory Governance Council (DPGC)
	● Calls for Participation:
	  ○ 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	Jeramy Wallace	~2:50pm 3 min	Information
2.3	Distance Education Committee Chair Report	Jennifer Howze-Owens	~2:53pm 3 min	Information
2.4	Committee on Teaching and Learning Chair Report	Susan Khan	~2:56pm 3 min	Information
2.5	Student Representative Report	Anthony Pena Vasquez / Simon Htet	~2:59pm 3 min	Information
2.6	Other Officer & Liaison Reports ● 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	~3:02pm 3 min	Information

3. Senate Business

No.	Item / Description	Presenter(s)	Time	Action?

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3.1	Safety Committee Overview and Q&A	Gerardo Ramirez	~3:05pm 20 min	Information Discussion
3.2	[Faculty Tenure & Evaluation Software Resolution](#)	Todd Windisch	~3:25pm 15 min	Action
3.3	EMP Goals & Action Plan Workgroups Presentation ● Returning on March 25 for approval	Monique Nakagawa	~3:40pm 15 min	Information
3.4	Formation of the Nominations Committee & Tellers Committee for Academic Senate Elections Timeline: March 25: publicly announce election, open nominations March 25 - April 14: nominations window April 15: nominations from floor, certify ballot April 16 - April 28: voting window April 29: announce winners ARTICLE VI: ELECTIONS, TERMS OF SERVICE, RELEASE TIME & DUTIES OF SENATE OFFICERS Officers shall be elected by secret ballot from within and by the faculty at large. The election must be completed at least four weeks before the end of the semester. The term of the office shall be two years beginning on the last day of the semester in which officers are elected.	Todd Windisch	3:55pm ~5 min	Action

| 3.4 | CONT'D

ARTICLE VII: EXECUTIVE COMMITTEE ELECTIONS & VACANCIES

The Nominating Committee shall consist of the Immediate Past President of Senate and another current member of Senate to be approved by majority vote. Vacancies on the Nominating Committee may be filled by a majority vote. The report of the Nominating Committee shall be submitted to the Senate at a regular meeting of the Senate. This meeting shall be held at least two weeks prior to the spring election. Additional nominations may be made from the floor. The President shall be responsible for giving notice of the election to faculty members within ten instructional days of the meeting.

Elections shall be held by secret ballot. If paper ballots are used, these ballots will be returned to and tabulated by a three-person ad hoc Tellers Committee appointed by the President, subject to the approval of Senate. Interested faculty are invited to witness the counting of the ballots. The ballots will be available for inspection for two weeks following the election. If electronic ballots are used, the three-person ad hoc Tellers Committee will review and tabulate election results from an election report furnished by SMCCD District Information Technology Services. This report will be available for inspection for two weeks following the election. | | | |
| 3.5 | Harm Reduction Society (HRS) Recommended Opioid Overdose Training
● Opioid Overdose V 2.0 : This course will teach the knowledge and skills necessary to save lives in opioid overdose emergencies, including the correct methods for administering naloxone. | Gil Perez | ~4:00pm
25 min | Information |

4.	Closing Procedures			
No.	**Item / Description**	**Presenter(s)**	**Time**	**Action?**
4.1	Final Announcements *President or facilitator elicits final announcements about upcoming deadlines, events, scheduling changes, etc.*	President / Faciliator	~4:25pm 5 min	Information
4.2	Adjourn	President / Facilitator	N/A	Procedure