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 (3:20)

Standing Senate Commitee Chairs	
Curriculum Committee	Jeramy Wallace (absent)
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
Academic Support & Learning Technologies / Library	Wesley Hingano (3pm)
Business/Technology	Hellen Pacheco
Business/Technology	Kimberly Salido
Creative Arts/Social Science	Leighton Armitage
Creative Arts/Social Science	Maggie de Vera (Zoom 2:40)
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 (absent)

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 (Approximately 2:33) *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 (Motion Kim Salido & 2nd Emily Cotla. 11 Yes. 0 No. 0 Abstain.)	President / Facilitator	~2:32pm 2 min	Action
1.3	Adoption of Consent Agenda (Motion Mick Sherer & 2nd Jennifer Howze-Owens. 11 Yes. 0 No. 0 Abstain.) *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.* ● Faculty Appointments	President / Facilitator	~2:34pm 5 min	Action
1.4	Public Comment (Robbie Baden felt last spring that there was a lot of pressure for the approval process for the hiring process since the approvals are so late. He wanted to make sure that this doesn't happen again and wanted it to be brought to the attention of the Senate that there have been delays and that can cause issues in being well-positioned to hire the best faculty available. Todd Windisch has spoken with the President about these concerns and has been assured that next year this shouldn't be a concern. Matt Williams wants to make sure faculty are aware that the library is trying to acquire course materials to have on hand. There is a link for making a request and it has been included in the last two newsletters and will be included in this Friday's as well for anyone who may need that link.) ● 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

No.	Item / Description	Presenter(s)	Time	Action?
	2. Standing Agenda			
2.1	Presidents' Report (Last week there was an email from HR Department about the 1st & 2nd Interview modalities. The modality will be chosen by hiring committee. The committee can't change the modality in the middle of the process. A one-time travel reimbursement can be available depending upon need. The reimbursement is $1500. Todd Windisch wanted to make sure that this was brought to everyone's attention. Several of the members of Senate were very pleased with the reimbursement. Todd wants everyone to be aware and make sure different committees are also aware. DAS was yesterday, Monday, 3/10. A new work group surrounding AI and the Digital Center will be housed under District Teaching and Learning Committee. If anyone is interested contact Todd Windisch. Mick Sherer wondered if there is more information about the Digital Center. Todd feels there is not a lot of information out there. It isn't a physical location, but it is a resource for AI. The main location is DeAnza as they are our co-partners. Todd wanted this group to be formed so that the faculty has input to the Digital Center. The community of practice should be up and running by Fall 2025. Daniel Keller, Hellen Pacheco, and Jennifer Howze-Owens are interested in representing. Sarah Harmon can also be reached for representation. Dual Enrollment Discussion: A robust discussion about faculty evaluations for high school partner teachers (CCAP) occurred in the last DAS meeting. Last semester there were strides made in this process and CSM is up-to-date. DAS had heard that not all campus' are on the track to be evaluated. Skyline for instance is behind because they have a lot of high school partner teachers. The desire is for evaluation to occur in the first semester, and that would not occur for all teachers at Skyline. CSM is holding true to requiring that an evaluation occur in the first semester, so there may be differences across the districts. A survey on the Academic Calendar is forthcoming. David Eck is considering this so	Todd Windisch & Daniel Keller	~2:45pm 5 min	Information

	that there can be feedback when the calendars come up for approval in the Fall. The survey will likely be voted upon by DAS next meeting. Todd and Daniel both brought up some of the complications that the survey will address to guide the conversation in the Fall.
	
	Todd reminded the Senate that anyone holding a seat can move into leadership at the DAS level. Currently nominations are being held for the President Elect position. This is the position that Todd currently holds in DAS.
	
	IPC updates will come later in the meeting since the main topic was EMP goals.
	
	BOT has no update.
	
	DPGC is still going through Board Policies and Academic Procedures. Todd will bring any discussions to Senate as needed. If anyone is interested in more detail please see the DPGC website.
	
	The technology committee needs representation. The schedule is on their website; they meet monthly. They are responsible for update of technology on campus. Anyone interested should contact Todd.
	● District Academic Senate (DAS)
	● Institutional Planning Committee (IPC) & Accreditation
	● Board of Trustees (BOT)
	● 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 is absent so there is no update. Todd Windisch added that the Common Course Numbering is taking center stage.)	Jeramy Wallace	~2:50pm 3 min	Information
2.3	Distance Education Committee Chair Report (In District DEAC they have been	Jennifer Howze-	~2:53pm	Information

	working on the rubric for assessing on-line courses. The first half was done in February, and second half was done in March. They are narrowing down what substantive interaction looks like in courses. Also from district DEAC, the conversation will come down concerning substantive interaction for Distance Education at an administrative level. Comments are being collected and Chris Collins and Erica Reynolds are drafting administrative policy for Distance Education. Jennifer will report more on this later as she doesn't believe that this has been brought to DAS yet. DE addendum is being re-addressed for the Course Outline of Record. Since the addendums were added during the Emergency period related to COVID, they needs updating. One of the things that needs to be addressed is AI. Jennifer doubts that this will be addressed before the end of the year, but she will keep us posted. She said that training and recency is part of this and she believes that some of that will also be included.)	Owens	3 min	
2.4	Committee on Teaching and Learning Chair Report (The committee hasn't met since our last meeting. Flex day planning is currently underway. Proposals for April Flex Day are due the March 14th.)	Susan Khan	~2:56pm 3 min	Information
2.5	Student Representative Report (No student representative was present.)	Anthony Pena Vasquez / Simon Htet	~2:59pm 3 min	Information

No.	Item / Description	Presenter(s)	Time	Action?
2.6	Other Officer & Liaison Reports (Jennifer Howze-Owens discussed the Lunch and Learn held last week for the OER resources. The topic was open educational resources in artificial intelligence. There was a request to do a Part 2. They covered new info US copyright office in AI. There are decisions being made about duplicating faces and the extent to which prompts can be copyrighted. They also discussed tools that people are already being used in courses.) ● 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?

3.1	Safety Committee Overview and Q&A (Gerardo Ramirez, VP of Administrative Services, came to make a presentation for the Safety Committee. Please see the presentation on the Senate's website in the March 11th Meeting.The committee wants to make sure that there is communication from the committee so that everyone is aware of what is happening. They are prioritizing communication and education of the College Community. The presentation covered the road shows they have done this year, Safety Committees updated by-laws, membership, resources on their website, and communication from the committee. They have done and will do presentations to the ASCSM, Academic Senate, and the Classified Senate. They have had a discussion with people concerning issues with Building 17. In addition, there have been meetings with Ben Zara Minkin, the District Emergency Preparedness Manager. The committee has open meetings and all are welcome to attend the on-campus meetings. Building 17 has been a topic of conversation. The purpose is to help ensure the safety of CSM students, faculty, staff, administrators, and visitors and to develop plans of major disasters and emergencies. The Bylaws and functions of the committee have been recently updated. The committee wrote their bylaws and noticed their similarity to Skyline's, so they adjusted a little to align and added a paragraph introducing their focus. Heidi Pereira, Todd Windisch, Eddie Flores, Ben Zara Minkin, and David Crafts are all part of the committee. All were present today for the meeting. A complete list of members is in the presentation. Gerardo highlighted their page on the CSM Website see the above link for their resources page. The resources tab will take a viewer to many of their resources such as the Alert Me, Emergency Preparedness Plan, etc. Lock-down drills were discussed. Because we don't have strong security forces on the campus, law enforcement must be called and there will be a delay of 6 or more	Gerardo Ramirez	~3:05pm 20 min	Information Discussion

minutes to get them to campus and then there will be time for set-up. That is the reason for the Run, Hide (cover and conceal), Fight strategy that the district teaches. Ben Zara discussed the need to pre-plan places around campus to hide. The next drill will be held on Monday, March 24th, with two drills, one at 11:10am and one at 6pm. Jennifer Howze-Owens asked about building captains in Building 19 and what to do with all the wide-open spaces. She also wanted to know about the prioritization of the Health & Safety positions in hiring for the Fall. Todd Windisch spoke a little about hiring citing that the safety relationship is in regards to things like lab technicians that are available to make sure there are staff to oversee work areas. Gerardo said that not all building captains have been found. He also noted that the evening times may not have a building captain available. He wants to make sure that all people are paying attention to the drills and are prepared. Mick /Sherer asked about students who are late for classes and had concerns about the impact of the drill. Specifically, he wanted to know what the students who aren't in already in class being told. Ben Zara commented on this and noted the question and will add a note to the instructions for the drill of how to proceed if a student is outside a classroom. The time of 11:10am was questioned since that is exactly as classes begin. Wendy Whyte asks about having training prior to the drills for faculty. Gerardo pointed out that there are videos from the FBI concerning the process. Wendy still asked if there was a for credit training and certification; Gerardo said that this is to serve as a way to educate everyone and that the building captains are also knowledgeable.)			

| 3.2 | Faculty Tenure & Evaluation Software Resolution (Following the discussion with Kristy Lisle last month, Todd drafted a resolution. The committee was given a bit of time to read the resolution to make edits. A motion was made by Jennifer Howze-Owens & Wendy Whyte 2nd to approval of the resolution.

Discussion opened with Robbie Baden raising faculty concerns about academic freedom and a lack of interest. Matt Montgomery raised concerns about the Portfolio portion and with concerns of whether it will work with multiple distributions; there were concern about the safety of everyone's information. Mick Sherer brought concerns about the lack of Union involvement since evaluation is part of the contract. Mick was also concerned about the control and safety of intellectual property. He will be bringing forth a no vote and encourage the inclusion of the Union or would asked that it be framed as an exploration. Jennifer Howze-Owens wondered about the evaluation committees that must be formed from cross district departments due to the lack of faculty members on our campus. She would be interested in the work group's process. Jennifer feels that CSM is already more advanced in the use of technology than other colleges across the state. Hellen Pacheco would like to see Canvas used for portfolios. Jennifer addressed the PDF issue and asked that the current methods just be reworked to be more workable.

Roll Call Vote: 7 Yes. 3 No. 3 Abstain. The motion carries to send forth our resolution to DAS.) | Todd Windisch | ~3:25pm
15 min | Action |

| 3.3 | EMP Goals & Action Plan Workgroups Presentation
(There is a lot happening with regard to the EMP. Todd Windisch brought the presented that he shared with IPC it can be found on the Academic Senate Agendas & Minutes, listed as 3.3 EMP Presentation on March 11. The EMP was created quite a while ago, just before Jennifer Taylor-Mendoza left the college, but last year nothing happened as we had an Interim President. This year President Pérez wants to begin refocusing our efforts at looking at the EMP. At a recent IPC retreat the EMP goals were condensed to four main goals. At the regular IPC meeting on February 5, a workgroup was created to refine the retreat information and to synthesize that into an action plan to reach the goals. The workgroup consisting of Anthony Pena Vasquez, David Lau, Paola Mora Paredes, Susan Khan, and Todd Windisch, met several times and synthesized their combined knowledge to prioritize strategies. At this point IPC has four goals and strategies for meeting those goals. The four goals are: Transformative Community Partnerships, Accessible Student-Focused Support, Equity and Anti-Racism, and Teaching and Learning. IPC disbanded the original workgroup and formed four new workgroups, each headed by a Vice President, to work on one of the four goals. The work groups will be working on this process until the end of April. The EMP isn't changing, this work is to focus the work that was outlined by the EMP. The EMP is serving the College through 2028.)

● 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	Todd Windisch	3:55pm ~5 min	Action
	(This discussion began at 3pm as we were ahead in the agenda.			
	Process: According to the linked Article VI below, we need 4 weeks before the semester ends to complete the elections process. Below is the timeline that Todd Windisch created based on this requirement. Todd read the by-laws and discussed the set-up, and clarified his timeline. He opened the floor for volunteers for Nominations Committee and the Tellers Committee. Emily Cotla volunteered for the nominations committee and Todd said he would connect Emily with Arielle Smith our past president who in the by-laws is to be a part of the committee. Maggie deVera was asking more questions about the Tellers Committee, and Jennifer Howze-Owens confirmed that the workload was about two hours in working with the person doing the on-line forms and then meeting to count and prepare the votes. She added that it was all done via Zoom.			
	Timeline:			
	March 25: Publicly announcement of elections, open nominations			
	March 25 - April 14: Nominations window is open			
	April 15: Nominations from floor, certify ballot			
	April 16 - April 28: Voting window is open			
	April 29: Announce winners			
	Motion Jennifer Howze-Owens & Kim Salido 2nd to appoint Emily Cotla to the Nominations Committee. Roll call vote: 12 Yes. 0 No. 0 Abstain.)			
	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.			

| 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
(Moved to a future meeting since Gil Perez was unable to join us today.)
● 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 (==none==) *President or facilitator elicits final announcements about upcoming deadlines, events, scheduling changes, etc.*	President / Faciliator	~4:25pm 5 min	Information
4.2	Adjourn (==4pm==)	President / Facilitator	N/A	Procedure