

Academic Senate of College of San Mateo



Tuesday, March 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	
President	Todd Windisch
Vice President	Daniel Keller
Secretary	Yvette Butterworth
Treasurer	Stephen Heath

Standing Senate Committee Chairs	
Curriculum Committee	Jeremy Wallace
Distance Education Committee	Jennifer Howze-Owens (absent)
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 (absent)
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 (absent)
Kinesiology/Athletics/Dance	Sarah Artha Negara (absent)
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

1. Opening Procedures				
No.	Item / Description	Presenter(s)	Approx. Start Duration	Action?
1.1	<p>Call to Order (2:37)</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 (There were no changes to today's agenda and a motion was made to approve today's agenda by Beth LaRochelle & 2nd Kimberly Salido. Maggie de Vera asked about adding to the agenda, which Todd said we could not. 14 Yes. 0 No. 0 Abstained.)</p>	President / Facilitator	~2:32pm 2 min	Action
1.3	<p>Adoption of Consent Agenda (The only items on the consent agenda are the 2/25 minutes and faculty appointment. A motion was made to approve the consent agenda by Beth LaRochelle & 2nd Wendy Whyte. 14 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"> • Faculty Appointments • Draft minutes from previous meeting(s)... <ul style="list-style-type: none"> ○ February 25, 2025 	President / Facilitator	~2:34pm 5 min	Action
1.4	<p>Public Comment (The addiction studies program is going through some difficulties. The program didn't get any additional hires and Maggie de Vera wasn't approved for any additional hours. Maggie is working as the director of the program on about 1.5 hours per week. Classes were cut without Maggie's input and she is concerned. She discussed the cuts with the students and they too were concerned. Due to the cuts, the certificate could potentially take 4 years instead of 2 years to complete. The Student Association has canvassed the community and garnered letters of support to petition the BOT. The Union felt that the Senate should be aware of the challenges the</p>	Public	~2:39pm 6 min	Information

	<p>program is facing and this is why Maggie has brought it to our attention. Philip Tran from Business also raised concerns about course cuts; his courses have been effected as well. Business 100 has been cut by 2 courses and this course consistently fills with 30 or more students. Philip is concerned that emphasis is being put on the Coastside facility while taking away main campus courses. Maggie had more to say about class minimums. Wendy Whyte voiced concerns about the overlap between Skyline attendance and Coastside. Todd Windisch added that he has asked President Pérez to give us an update on Coastside. Maggie said that the Addiction Studies program has run classes with numbers less than 15 and the Dean gave the approval because it is a small program. She said some of the classes canceled were canceled because they had less than 15 last year, and she is confused about why that was a consideration since the program seems to meet the criteria to run on numbers less than fifteen. Todd said that the 15 minimum is up to the discretion of the Dean, but the Senate could help her make a bid for her program.)</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 			
2. Standing Agenda				
No.	Item / Description	Presenter(s)	Time	Action?
	<p>Presidents' Report</p> <p>(There was no DAS update.</p>	Todd Windisch & Daniel Keller	~2:45pm 5 min	Information

	<p>IPC has an update from Susan Khan which we will hear today in Senate. There was an update given to the committee about the ISER report for accreditation. The draft of the report is only 80-90 pages long, shorter than previous ISER reports. There are gaps in the report and not every program is being covered. Todd asked that Senators take this information back to divisions and attempt to get others to look at it and find where additions are needed. There is a feedback form on the website to receive feedback. The feedback will be accepted through Spring semester. Over summer the report will be formatted by marketing. There will be one more review draft at the beginning of Fall semester, but that will be the last opportunity for feedback before it is voted on and finalized in December 2025. Beth clarified that accreditation will occur in the Spring 2026. Jeramy asked whether district information had been added. Todd said that there is standardized language from the district that has been added.</p> <p>BOT will meet tomorrow, Wednesday, 3/26 in Daily City.</p> <p>Last Friday, 3/21 there was an Area B meeting ahead of Plenary to discuss the resolutions currently on the table and to help people to formulate new ones. The meeting was held at CCSF, and Todd Windisch was in attendance. There will be more resolutions coming and Todd will update Senate us as they come along.</p> <p>The scholarship applications are being reviewed by Beth LaRochelle, Todd Windisch, and Emily Cotla. The review must be done by April 3 which is during Spring Break, so they need to complete the process by Friday, 3/28. This means that Emily, Beth, and Todd will make those submissions so that they can be brought back to Senate for final approval. The selection committee will give a report at the next Senate meeting.</p> <p>Jennifer Howze-Owens is working on dues. They will be moving forward with optional dues at the beginning of the school year in Fall 2025.</p> <p>The Senate Nominations Committee will consist of Arielle Smith and Emily Cotla. Nominations will open soon and will be open for a few weeks. The next Senate meeting on April 8th, is very soon since Spring Break is next week, thus we need to decide if we feel the remainder of this week and the week of Spring Break is sufficient time for the nominations to be open. If we push nominations off, then we'd have to put off the voting and acceptance which means we would not be able to make the</p>			
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	<p>announcement of the new Executive team one month prior to our last meeting which is a requirement of our by-laws; the current time line is announcing the winners at the April 22nd meeting. Beth LaRoche inquired whether adjuncts can be officers, to which Todd responded that anyone can be an officer, but cautioned that adjuncts' pay would be different since the Executive Team receives release time. It was decided to stick with the current time line: Nominations open tomorrow, Wednesday, 3/26 and will be open through Tuesday, 4/8. Voting will be open for 2 weeks and the announcement of the new Executive Team will be made in the 4/22.)</p> <ul style="list-style-type: none"> • District Academic Senate (DAS) • Institutional Planning Committee (IPC) & Accreditation • 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 (Jeramy Wallace shared that the biggest agenda item at the next committee meeting on Thursday, 3/27 will be Susan Khan's presentation. Since GE has changed the committee is working on updating the handbook to reflect recent changes. The committee will bring changes in April to the Senate. To get ahead of issues that tend to arise in approval of new degrees and certificates, going forward submissions will signal a meeting with the Committee Chair, that they are calling curriculum consultations. The meetings will trigger a meeting with the Curriculum Chair, the Curriculum Specialist, the VPI, the Dean, and the author. This is meant to help the author understand what they need to do to get approval, including the correct documentation, resulting in smoother approval process with a higher likelihood of State approval. There are 25 associates degrees and certificates and certificates approved by Curriculum Committee between 2018 and 2025 that are currently awaiting approval by the state due to missing documentation. The committee is working with deans, who are working with faculty to complete the work to get State approval, so that these 25 degrees and certificates can be offered to</p>	Jeramy Wallace	~2:50pm 3 min	Information

	our students. The wait will mean that the programs won't likely be offered until Fall 2026. Jeramy said due to issues with the backlog, he will be recommending that any program without the required documentation be deactivated. Maggie de Vera brought up her program and the approval that they are waiting for in accreditation; Todd and Jeramy said that is a little different than what is being discussed here.)			
2.3	Distance Education Committee Chair Report (None since Jennifer Howze-Owens was absent.)	Jennifer Howze-Owens	~2:53pm 3 min	Information
2.4	<p>Committee on Teaching and Learning Chair Report (During Monday, 3/24's meeting the committee gave feedback on session proposals for Flex Day. The schedule for April's Flex Day should be done just before Spring Break and then shared out after Spring Break.</p> <p>The committee also provided feedback to Susan's proposal on creating a Professional Development Committee. She will be presenting to the Senate later in this meeting. The Teaching and Learning Committee will be affected most by potential changes, so their feedback was crucial.</p> <p>IOLs were discussed and how the student questions asked in the Climate Survey isn't adequate and they are looking to get yearly student focus group that would be organized by SLOAC and PRIE. They are still in process of creating such a focus group.)</p>	Susan Khan	~2:56pm 3 min	Information
2.5	Student Representative Report (We still don't have student representation though Todd Windisch has made several attempts to find representation. Todd will continue to engage with the student representatives to bring their voice to Senate.)	Anthony Pena Vasquez / Simon Htet	~2:59pm 3 min	Information

2.6	Other Officer & Liaison Reports (None) <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	~3:02pm 3 min	Information
3. Senate Business				
No.	Item / Description	Presenter(s)	Time	Action?
3.1	Tellers Committee Nominations for Upcoming Election (The Teller's Committee is three member committee which will confirm the votes for the Executive Team and present them to the Senate. Susan Khan, Makiko Ueda, Mick Sherer volunteered to be on the committee. The motion was made to approve these three individuals by Wendy Whyte & 2 nd Beth LaRochelle. 14 Yes. 0 No. 0 Abstained.)	Todd Windisch	~3:05pm 5 min	Action

3.2	<p>Dual Enrollment Update (Leo Cruz Introduced the new Fall 2025 liaison Carissa Cardenas. Leo shared:</p> <p>1. Current Term Overview</p> <ul style="list-style-type: none"> • 25 sections are being offered across 7 high schools in 2 districts (San Mateo Union HSD and Cabrillo USD). • Disciplines include: Administration of Justice, Architecture, Business, Career & Life Planning, Counseling, Digital Media, Kinesiology, and Psychology. • Instructional team: 11 CSM Faculty and 7 High School Partner Teachers. • Estimated Enrollment: Approximately 650 students participating this term. <p>2. Faculty Engagement</p> <ul style="list-style-type: none"> • 4 High School Partner Teacher Evaluations are in progress (3 in DGME and 1 in ARCH). • Many thanks to our on-campus faculty for supporting this critical evaluation process. <p>3. Planning for 2025–2026</p> <ul style="list-style-type: none"> • Planning requests for the next academic year have been submitted to campus leadership. • A total of 58 section requests have been made across Fall and Spring, including 14 new proposed sections in areas such as Business, Kinesiology, and Communication. <p>4. Counselor Networking and Career Education Showcase</p> <ul style="list-style-type: none"> • A Dual Enrollment-focused Counselor Networking Session is being coordinated by Carissa Cardenas, Linda Truong, and Patricia Perez. • This event will bring together high school and CSM counselors, along with campus teams, and feature a Career Education Showcase to increase collaboration and promote academic pathways for students. <p>Carissa introduced herself. She is the Dual Enrollment High School Transitions Counselor. This is Carissa’s second year at CSM. She highlighted her role and the networking event they are putting together (see #4 above). She invited any questions or outreach (cardenasc@smccd.edu).</p> <p>Todd Windisch asked for more information about the disaggregation of the data from</p>	Leo Cruz	~3:10pm 10 min	Information
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	<p>the students involved in the Dual Enrollment program. There is no definite data yet, said Leo. If needed, Todd offered Senate’s assistance in getting the data. Todd also asked for a list of the faculty teaching Dual Enrollment courses on the website like Cañada has done. Susan Khan wanted to know about the possibility of having shared events with the high school partners, which has been brought up at the Committee on Teaching and Learning. Leo and Carissa said that this type of linking is why the Networking event has been reinstated. The event used to occur prior to COVID.)</p>			
3.3	<p>Undocumented Community Center (UCC) Presentation (Martin Marques (marquezm@smccd.edu) is the Program Services Coordinator for the UCC and is completing his second month at CSM. Martin was previously at Skyline doing similar work. He wants to discuss how we can build and strengthen the advocacy for our students. Keep in mind that undocumented students qualify for in-state tuition, state financial aid (Cal grants), and waivers for non-resident fees for part time undocumented students. There are two main ways to define undocumented students Entered the Country without Inspection and Refugee/Asylum Seekers (see the presentation linked under the Senate website page for Agendas and Minutes for March 25, 2025 as 3.3 UCC Presentation for more detail). The UCC is in Building 18 Room 110 (website for more information) and there are many reasons that students want to be a part of the center. The center provides support by being a safe space, helping with the admissions process, AB540 and residency support, Dream Act assistance, check-in appointments that are confidential, and student fellowships. In Fall 2024, CSM had approximately 430 reported undocumented students and district wide there were approximately 1200. If students don’t know about the center, they can be faced with over \$5000 in fees for going to school; without the center’s guidance students may just pay or think that they can’t pay and thus can’t go to school. AB540 fees are only \$46 per unit whereas non-resident fees are \$367 per unit. Martin shared a flowchart of how the team works with students to navigate their eligibility (see the presentation for details). On their website they have the undocumented resource page that CSM’s President Pérez has already discussed in his presentations to Senate; the website that both leaders recommend that all faculty have bookmarked. In Fall 2025 the center will be offering new fellowships for students. The center gives scholarships and provides support for undocumented students. Martin provided some student comments in his presentation.)</p>	Martín Márquez	~3:20pm 15 min	Information

3.4	<p>CTL / PD Committee Discussion (Susan Khan came to gather feedback on an all-campus, shared governance committee to centralize the professional development committee so that the committee is representative, purpose-driven, and centrally driven. She has already received feedback from Teresa Morris who is Library Faculty, Trana Chapple the Dean of ASLT, Todd Windisch our AS President, Danni Redding Lapuz our VPI, and many others. One reason Susan is here with this presentation to illicit feedback from Senate is because faculty have purview over PD under 10+1.</p> <p>Representatives for PD should include student workers and classified staff, but traditionally it has meant only faculty. When Susan looked at where PD was being done in the school, she found that all committees under Senate and IPC had PD. One issue in the Flex Day planning is that Susan and the Presidents Office are the ones that control it, and she'd like to see more input. There is an overrepresented of faculty PD when compared to the breakdown of types of employees on campus.</p> <p>The aspiration is to have purpose-driven PD that is thoughtfully planned, in advance, regularly assessed, while being responsive to the needs and goals of the professionals it is serving. The CTL committee oversees assessment and PD, which leaves little time for planning. Most colleges have a PD committee. As the ILOs are developed the assessment will be an even larger task. The committee doesn't have a budget for speakers, their budget is paying for is food, which is also a problem. The planning is all done within about 5 weeks and all planning is done in between the Flex Days and Speakers are being chosen months before planning begins. It would be nice to start planning and speakers at the same time. They'd like to see the planning happen a year in advance and have more input.</p> <p>Centrally-driven means not working in silos under all the subcommittees. This centralization would include budgeting for the PD. It would help to find out PD both on campus and off-campus. A centralized committee would allow for information to be shared across the campus about the funding and resources available for PD.</p> <p>Susan would like to see a Tri-Chair leadership and Todd noted that under IPC the leadership would need to be appointed. She would also like the committee to plan and implement Flex Day. In addition, assessment of PD and the creation and maintenance of communication hub for PD would be desired. Susan would like to see</p>	Susan Khan	~3:35pm 20 min	Discussion
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	<p>representation from the 5 types of employees (Classified, Student, Adjunct, Faculty, Administrative). As yet, Susan has some ideas for names for the committee, but didn't share her thoughts.</p> <p>Susan is looking for feedback, to return to IPC with a proposal, a pilot, and then evaluation. This process will happen over the next year.</p> <p>Jeramy provided the feedback that the PD has typically been for instructional faculty and it was not long ago the classified staff was released from duties so they could attend Flex Day activities. The other reason that the faculty has traditionally been the focus of the PD is because Flex Day is actually a day of instruction. Maggie de Vera feels that adjunct faculty is marginalized because they are welcomed but they aren't paid. The pay question is with respect to the committee leadership, and thus if the committee isn't a Senate committee then there would have to be additional agreements made for paying adjunct faculty members. Mick Sherer made clarifications about the structure of the committee with respect to IPC and Senate. Makiko Ueda strongly feels adjunct faculty and students and non-instructional faculty need to be include.</p> <p>Todd wanted to know about what CTL thinks. He indicated that one of the questions would be what would CTL be if it didn't include PD. He has hopes that it might mean more space for SLO assessment. Susan said the response has been positive, but there wasn't a lot of time to get feedback.</p> <p>Mick had a further question about participation in Flex Days. He wanted to know if there is any requirement for anyone else to attend Flex Days besides faculty. He feels this makes a difference in the activities offered. He'd like to see higher level PD for faculty. Susan feels that there may not be a space for all the groups in the Flex Days, but she still would like to have the voices heard in the committee. Further comments elicited the reminder from Todd that this is a pilot.)</p>			
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3.5	<p>Program Review Revisions Update (This discussion is meant to detail the work being done in simplifying the forms for Program Review. There have been complications in the process due to Nueventive. The subcommittee has looked at checklist for program reviews. They want to make sure that the forms are relevant for different programs. They hope by the end of the semester to have forms to present to Nueventive for integration. In addition, the staggered program review is being formulated. The Deans have been asked to preview the plan and make sure that nothing is missing.)</p> <ul style="list-style-type: none"> Revised Program Review forms and schedule returning for approval in April 	Daniel Keller	~3:55pm 10 min	Information
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3.6	<p>Q&A with Vice President of Instruction, Danni Redding Lapuz (Danni Redding Lapuz began the with an option of this being a Q&A or following the presentation linked under the Senate website page for Agendas and Minutes for March 25, 2025 as 3.6 Instruction Update from VPI. She also plans to return in late April for more discussion. Some of the topics for discussion are:</p> <p>Cancellation Policy & Procedure (board approved): The Board approved policy and procedure states that scheduled class minimums are to be 15 while Asynchronous class minimums are to be 20. Scheduled classes are defined as F2F, Hybrid and Synchronous online courses. The purpose in making the minimum numbers is to attempt to assure sufficient class so that students can finish the degrees and certificates in a 2 year period. A consistently low enrolled or cancelled class would warrant a look to see if they are necessary for the program. Todd asked about the best way to appeal a canceled class. Danni said a discussion with a dean followed by a conversation with herself and the dean would be the best course of action.</p> <p>An adjunct faculty member can't go over 67% load, but their non-instruction duties don't count. Jeremy Wallace asked about the departments that exist where there are only adjunct faculty members. Danni said that time sheeting would be one way to deal with the non-teaching assignments. Beth LaRochelle clarified whether the load is spread over 3 years or if it is just a year; Danni said a year. Danni also clarified that all classes taught in the entire district constitute an entire load. There has been a new process about Home Campus Preference so that another campus can't entice an adjunct by early scheduling.</p> <p>Danni would like to see if the faculty would be interested in changing the current system for mandatory faculty attendance at Graduation to be an even and odd system instead of every 3 years. She wants to know what the Senate thinks. Beth asked about adjunct pay; adjuncts are not paid for attending Graduation since it is not an instructional day. Matt Montgomery likes the idea of even and odd because it is much more predictable. Todd likes predictability too. Maggie de Vera wants there to be adjunct participation. Jeremy Wallace offered to help with the process. Brandon Williams wanted to know if participation could be based on hire date. Robbie Baden wanted to know if the divisions could be consulted. Danni said that it was fine to take it back to the divisions, as we wouldn't be implementing any new process this year.</p>	Danni Redding Lapuz	~4:05pm 20 min	Discussion
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	<p>Todd will put it in the newsletter to encourage feedback.</p> <p>AB607: Legislation that says we must show the cost of a course to our students. This is linked through the bookstore. We had to get 40% of the information by 1/1/25. By 1/1/26 we have to have 55%, 65% by 1/1/27, and 75% by 1/1/28. With the new shared bookstore management, Kevin Chak and Jai Kumar, they have a Formstack (https://smccd-czqfp.formstack.com/form/csm_course_materials_reporting) or the faculty can email csmbookorders@smccd.edu. Faculty need to get orders in as soon as possible. Beth had a lot to say about Kevin Chak and how nice it was to work with the team. Danni wanted everyone to know about the process.</p> <p>Equitable placement for Math and English due to AB1705: This means that all incoming students have access to transfer level math and English pathways. There are some new numbers for Statistics and English; C1000 is the new numbering for English 100, C1000E will take the place of English 105, and Stat C1000 will take the place of Math 200. The legislation also requires STEM majors to be allowed entry into STEM Calculus, Math 251 in our district, or the equivalent class with support.</p> <p>AB928: This legislation took the CSU and UC pathways and made them into one pathway. It isn't quite there yet, but it is on its way. The local GE pattern has also been approved that puts our local pattern in alignment with this legislation.</p> <p>ZTC CA Ed Code Sec 78050-78052: The zero textbook cost initiative is getting some state funding. The funds are coming, but not here yet. There will be more information coming in the Summer and Fall. Danni said that they are in the process of hiring a new Librarian to help with this ZTC process.</p> <p>The presentation will be available on the Senate website under the agenda items for 3/25/25.</p> <p>Wendy Whyte asked about the cheating process and whether Danni is in charge. Danni is not, it is under student conduct which can be found on the CSM website.)</p>			
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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 (4:31pm)	President / Facilitator	N/A	Procedure