

## ***Academic Senate of College of San Mateo***



Tuesday, May 13, 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

| <i><b>Officers</b></i> |                    |
|------------------------|--------------------|
| <b>President</b>       | Todd Windisch      |
| <b>Vice President</b>  | Daniel Keller      |
| <b>Secretary</b>       | Yvette Butterworth |
| <b>Treasurer</b>       | Stephen Heath      |

| <i><b>Standing Senate Committee Chairs</b></i> |                      |
|--|----------------------|
| <b>Curriculum Committee</b>                    | Jeramy Wallace       |
| <b>Distance Education Committee</b>            | Jennifer Howze-Owens |
| <b>Committee on Teaching &amp; Learning</b>    | Susan Khan           |

| <i><b>Division &amp; Student Representatives</b></i>          |                                   |
|---|-----------------------------------|
| <b>Student Representative</b>                                 | Anthony Pena Vasquez / Simon Htet |
| <b>Academic Support &amp; Learning Technologies / Library</b> | Matt Montgomery                   |
| <b>Academic Support &amp; Learning Technologies / Library</b> | Wesley Hingano                    |
| <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                      |
| <b>Kinesiology/Athletics/Dance</b>                            | Sarah Artha Negara                |
| <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</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<br>2 min       | Procedure   |
| 1.2                   | Adoption of Today's Agenda   | President / Facilitator | ~2:32pm<br>2 min       | Action      |
| 1.3                   | <p>Adoption of Consent Agenda</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="#">March 25, 2025</a></li> </ul> </li> <li>• <a href="#">Resolution in Support of International Students</a></li> <li>• <a href="#">Resolution Recommending CSM Syllabus Hub</a></li> <li>• <a href="#">By-Laws Revisions to Move Professional Development to a New Committee under IPC</a></li> <li>• <a href="#">Program Review Staggered Schedule</a></li> <li>• <a href="#">Equity Syllabus Statement</a></li> </ul> | President / Facilitator | ~2:34pm<br>5 min       | Action      |
| 1.4                   | <p>Public Comment</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<br>6 min       | Information |

| 2. Standing Agenda |   |   |                  |             |
|--------------------|---|---|------------------|-------------|
| No.                | Item / Description  | Presenter(s)                            | Time             | Action?     |
| 2.1                | Presidents' Report <ul style="list-style-type: none"> <li>• Approved resolutions at <a href="#">Academic Senate Plenary</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> </ul>   | Todd Windisch & Daniel Keller           | ~2:45pm<br>5 min | Information |
| 2.2                | Curriculum Committee Chair Report   | Jeramy Wallace                          | ~2:50pm<br>3 min | Information |
| 2.3                | Distance Education Committee Chair Report   | Jennifer Howze-Owens                    | ~2:53pm<br>3 min | Information |
| 2.4                | Committee on Teaching and Learning Chair Report   | Susan Khan                              | ~2:56pm<br>3 min | Information |
| 2.5                | Student Representative Report   | Anthony Pena Vasquez / Simon Htet       | ~2:59pm<br>3 min | Information |
| 2.6                | Other Officer & <a href="#">Liaison Reports</a> <ul style="list-style-type: none"> <li>• CSM Faculty Dual Enrollment Liaison: Leo Cruz</li> <li>• CSM CCN Coordinator: Beth LaRochelle</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 | ~3:02pm<br>3 min | Information |

| 3. Senate Business    |   |                                  |                   |             |
|-----------------------|---|----------------------------------|-------------------|-------------|
| No.                   | Item / Description  | Presenter(s)                     | Time              | Action?     |
| 2.1                   | Confirm Special Election: Vice President & Treasurer  | Tellers Committee                | ~3:05pm<br>5 min  | Action      |
| 2.2                   | Dual Enrollment Update  | Leo Cruz;<br>Carissa Cardenas    | ~3:10pm<br>10 min | Information |
| 2.3                   | Revised Program Review Forms for Fall 2025 Implementation   | Daniel Keller                    | ~3:20pm<br>15 min | Action      |
| 2.4                   | Revised SLO/SAO Assessment Program for Fall 2025 Implementation <ul style="list-style-type: none"> <li><a href="#">College of San Mateo SLO/SAO Assessment Plan Information Packet</a></li> </ul> | Todd Windisch                    | ~3:35pm<br>15 min | Action      |
| 2.5                   | Facilities Master Plan Amendment  | Marie Mejia,<br>Michele Rudovsky | ~3:50pm<br>15 min | Information |
| 2.6                   | CSM Professional Development Committee Spring 25 Update   | Teeka James                      | ~4:05pm<br>15 min | Information |
| 2.7                   | Q&A w/ Vice President of Instruction, Danni Redding Lapuz   | Danni Redding Lapuz              | ~4:20pm<br>10 min | Discussion  |
| 4. Closing Procedures |   |                                  |                   |             |
| No.                   | Item / Description  | Presenter(s)                     | Time              | Action?     |
| 4.1                   | Final Announcements<br><i>President or facilitator elicits final announcements about upcoming deadlines, events, scheduling changes, etc.</i>   | President /<br>Faciliator        | ~4:30pm<br>N/A    | Information |

|     |         |                            |     |           |
|-----|---------|----------------------------|-----|-----------|
| 4.2 | Adjourn | President /<br>Facilitator | N/A | Procedure |
|-----|---------|----------------------------|-----|-----------|